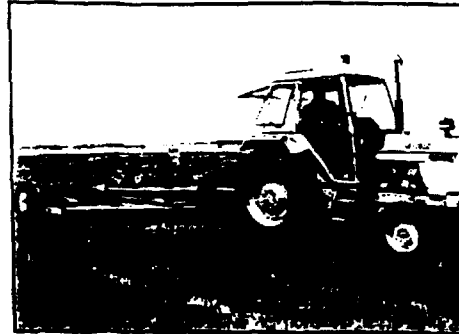




10.0 GROUNDS AND SURFACE MAINTENANCE (Firm Fixed Price) PWS # 10



10.1 INTRODUCTION

TECOM-Vinnell Services (TVS) has a history of providing quality support services to the U.S. Army. Based on our exemplary service at Dugway Proving Ground we were awarded the Army Materiel Command's (AMC) Real Property Maintenance Activity (RPMA) Contractor of the Year Award for 1989 and 1990, the same award for the subordinate Test and Evaluation Command in 1991, and the Dugway Public Service Recognition Award for 1991. In 1993, we were FORSCOM's DEH Contractor of the Year at Fort Hood. We have earned verifiable high levels of customer satisfaction at numerous other contract sites as evidenced by our high award fee scores. We are confident the same harmonious, cooperative interaction will be enjoyed at Fort Monmouth.

TVS has considerable experience in providing grounds and surface maintenance at numerous locations across the United States, including New Jersey, and around the world. For example, at the FAA Technical Center located at Atlantic City, New Jersey, we were responsible for cyclic maintenance and grounds maintenance tasks for the entire installation which included Class A cutting around facilities and Class C cutting around the Atlantic City International Airport. On our Turkey Base Maintenance Contract, we are responsible for the maintenance of 2.4 million square yards of pavement and 3,400 acres of grounds. At Dugway Proving Ground, Utah we performed grounds maintenance on a Base Operating Services contract and the Housing Management and Maintenance contract, which included all grounds maintenance within the family housing area. TVS has the experienced personnel and the equipment required to accomplish grass cutting, edging, trimming, aerating, leaf removal, plowing and manual sweeping to meet and exceed the standards required on a US Army installation.

Section Summary

As an experienced operations and maintenance services contractor, TVS is very much aware of the importance of maintaining the appearance and associated health of lawns, shrubs, trees and other plants which prevent an installation such as Fort Monmouth from having a plain institutional look. We also understand that achieving and sustaining an attractive appearance throughout an installation can only be accomplished through the reliably scheduled mowing, trimming, edging, pruning, policing, fertilizing and repair of lawn and grassed areas, shrubbery, trees and other plants.

TECOM considers the prompt and efficient performance of maintenance and repair of grounds as essential to Fort Monmouth's capability for effective accomplishment of the installation mission and the quality of life for assigned personnel. The individuals assigned to perform these functions must be thoroughly aware of the important role that the services which they provide play in Fort Monmouth's ability to accomplish the missions which have been assigned to it as well as the contribution to maintaining community welfare and morale.

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(Section Summary Cont.)

TVS will provide the highest standards of maintenance and appearance at all levels and locations specified, consistent with that expected of an "Army Center of Excellence" installation. This will be particularly true in the vicinity of the CECOM Headquarters Avenue of Memorial and All Public and Military Service Centers. In addition, we will also devote extra effort to the areas leading to and including all entrance gates at Fort Monmouth.

We would also like to emphasize that TVS is a cost-conscious contractor. We know how to manage our workforce, and the expenditure of non-labor resources, to attain the highest practical levels of cost-effective performance. Our managers know how to minimize the use of overtime through intelligent scheduling, use of part-time personnel, and cross-utilization of qualified personnel from other parts of our organization. Proposed expenditures for training are not approved for submittal under PWS #01, paragraph 3.6, unless there is a clear benefit to our customer. Materials and supplies are subject to management and quality control oversight to ensure that our workforce is not wasteful and that all regulations and policies governing recycling, disposal, and reporting of loss are obeyed. Because we recognize that energy costs are a major part of each installation's annual operating budget, TVS personnel are always indoctrinated to do their part in energy conservation efforts. We continuously monitor our contract budgets and make any necessary changes to ensure that we do not overrun our approved contract funding.

Although each of our service contract projects is autonomous, our corporate officers take an active interest in the success of each site. Corporate officers frequently visit our contracts and meet with both customer and TVS personnel to verify satisfactory service and to identify additional corporate resources that might be needed to resolve any operational problems. In addition, TVS quickly becomes involved in each community where we operate.

10.2 TECHNICAL PERSONNEL

Figure IV-10-1 presents our proposed staffing for PWS #10, Grounds and Surface Maintenance (Firm Fixed Price). The following breakdown structure table was prepared based on our extensive experience performing similar work contracts such as Fort Hood, EPA Facilities and Technical Services, Bonneville Power, and U.S. Facilities in Turkey, Indiana and by grounds maintenance experts knowledgeable of this functional area. We intend to fill over 90 per cent of our proposed positions with incumbent personnel, eliminating only those who do not meet our high standards, who do not desire a position with us, or who are excess to our staffing requirements.

PWS # 10
GROUNDS AND SURFACE MAINTENANCE
(FIRM FIXED PRICE) MATRIX

3.0 REQUIREMENTS	N/A	N/A	N/A	N/A
3.1 CYCLIC MAINTENANCE	N/A	N/A	N/A	N/A
3.1.1 CYCLIC MAINTENANCE SCHEDULE (DI-MGMT-80004)	12	Foreman, Grounds Section	10 years	Bachelors Degree in Horticulture
				Ability to plan, organize and direct the activities
				of personnel engaged in multiple task oriented
				jobs
				Able to interpret workload schedules and
				assigning personnel to tasks commensurate
				with the priority
				Knowledge and understanding of personal com-
				puter system operation
				Must have familiarity with blueprints and related
				technical documents
				Accurately prepare reports in accordance with
				Government procedures and references
				Effectively interface with Government managers
				and customers of the Fort Monmouth DPW
				Must be able to read, write and speak English
				The ability to obtain and maintain a Government
				drivers license and a Commercial drivers
				license
				Poses both oral and written communication

**Figure IV-10-1: TVS's Work Breakdown Structure Assigns Qualified Personnel Against
Government Workload Data at the Lowest, Reasonable Cost**

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PWS # 10
 GROUNDS AND SURFACE MAINTENANCE
 (FIRM FIXED PRICE) MATRIX

WORK ITEM DESCRIPTION	ESTIMATED ANNUAL LABOR HOURS	ESTIMATED ANNUAL LABOR COST	EXPERIENCE REQUIREMENTS	SKILLS REQUIREMENTS
3.2.1 (CONT)				skills
				Be knowledgeable in landscape activities to
				include planning, scheduling, and implement-
				ing landscape operations
				Be knowledgeable in preparing and grading
				terrain, applying fertilizers, seeding and sod-
				ding lawns, and transplanting/cultivating shrubs
				and plants
				Be knowledgeable in use of gardening imple-
				ments and power-operated equipment
				Be knowledgeable in planting and reparing
				established lawns, using seed mixtures and
				fertilizers recommended for particular soil type
				and lawn location
				Be knowledgeable in spraying trees and shrubs
				and applying supplemental liquid and dry
				nutrients to lawn, trees and shrubs
				Be knowledgeable in the control of plant dis-
				eases, insects and rodents
				Be knowledgeable in minor construction work
				involving trenches and installation of drain
				tiles, and repair of concrete and asphalt walks
				and driveways
Total Est. Annual Labor Hours	12			

Figure IV-10-1: TVS's Work Breakdown Structure Assigns Qualified Personnel Against
 Government Workload Data at the Lowest, Reasonable Cost

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PWS # 10
 GROUNDS AND SURFACE MAINTENANCE
 (FIRM FIXED PRICE) MATRIX

ITEM DESCRIPTION		EST. QUANTITY	UNIT	EST. PRICE
3.1.2 COMPLETION OF CYCLIC MAINTENANCE REPORT (DI-MGMT-80227)	24	Foreman, Grounds Section	See 3.1.1	See 3.1.1
Total Est. Annual Labor Hours	24			
3.2 GROUNDS MAINTENANCE	N/A	N/A	N/A	N/A
3.2.1 GRASS CUTTING	600 11650 1832	Foreman, Grounds Section Laborer, Grounds Maintenance Heavy Equipment Operator	See 3.1.1 See 3.1.1	See 3.1.1 General knowledge of lawn care operations to include cutting, edging, trimming, pruning, irrigation and snow removal The ability to obtain and maintain a Government drivers license High School Diploma The ability to obtain and maintain a Government drivers license and a Commerical drivers license Must be able to read, write and speak English
Total Est. Annual Labor Hours	14062			
3.2.2 EDGING	217 6000	Foreman, Grounds Section Laborer, Grounds Maintenance	See 3.1.1 See 3.2.1	See 3.1.1 See 3.2.1
Total Est. Annual Labor Hours	6217			
3.2.3 LEAF REMOVAL	40 1180	Foreman, Grounds Section Laborer, Grounds Maintenance	See 3.1.1 See 3.2.1	See 3.1.1 See 3.2.1
Total Est. Annual Labor Hours	1220			

Figure IV-10-1: TVS's Work Breakdown Structure Assigns Qualified Personnel Against Government Workload Data at the Lowest, Reasonable Cost



PWS # 10
 GROUNDS AND SURFACE MAINTENANCE
 (FIRM FIXED PRICE) MATRIX

3.2.4 SHRUB AND HEDGE	10	Foreman, Grounds Section	See 3.1.1	See 3.1.1
MAINTENANCE	442	Laborer, Grounds Maintenance	See 3.2.1	See 3.2.1
Total Est. Annual Labor Hours	452			
3.2.5 VOLUNTEER GROWTH	10	Foreman, Grounds Section	See 3.1.1	See 3.1.1
	160	Laborer, Grounds Maintenance	See 3.2.1	See 3.2.1
Total Est. Annual Labor Hours	170			
3.2.6 AERATING	5	Foreman, Grounds Section	See 3.1.1	See 3.1.1
	40	Heavy Equipment Operator	See 3.2.1	See 3.2.1
Total Est. Annual Labor Hours	45			
3.2.7 COMMUNITY GARDEN	1	Foreman, Grounds Section	See 3.1.1	See 3.1.1
	8	Heavy Equipment Operator	See 3.2.1	See 3.2.1
Total Est. Annual Labor Hours	9			
3.2.8 POLICING GROUNDS	1080	Laborer, Grounds Maintenance	See 3.2.1	See 3.2.1
Total Est. Annual Labor Hours	1080			
3.2.9 GENERAL/FLAG	21	Foreman, Grounds Section	See 3.1.1	See 3.1.1
OFFICER'S QUARTERS	168	Laborer, Grounds Maintenance	See 3.2.1	See 3.2.1
GROUNDS MAINTENANCE				
Total Est. Annual Labor Hours	189			

Figure IV-10-1: TVS's Work Breakdown Structure Assigns Qualified Personnel Against
 Government Workload Data at the Lowest, Reasonable Cost

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10.3 PERFORMANCE METHODOLOGY

The primary growing season for grass in Northern New Jersey starts in early April and lasts until approximately mid-October. Therefore, we will use a mix of part-time and full-time personnel to accomplish these tasks. For example, we will have a full-time Grounds Maintenance Laborer assigned to the policing grounds requirement, but will hire 20 part-time Grounds Maintenance Laborers to operate riding mowers, perform edging tasks and operate power mowers from April to October. Full-time personnel will be available for tasks such as leaf removal and General/Flag Officer's Quarters grounds maintenance. In addition we will have two full-time Tractor Operators. During the peak growing season, we will split our personnel into two approximately equal shifts with each Tractor Operator serving as a shift leader, as well as operating a large gang mower.

Our analysis of the requirements of the solicitation and our experience performing similar services around the world led us to the organization and staffing shown in Figure IV-10-2 for the successful accomplishment of Grounds and Surface Maintenance (Firm Fixed Price) services at the lowest, reasonable price at no risk to the Government.

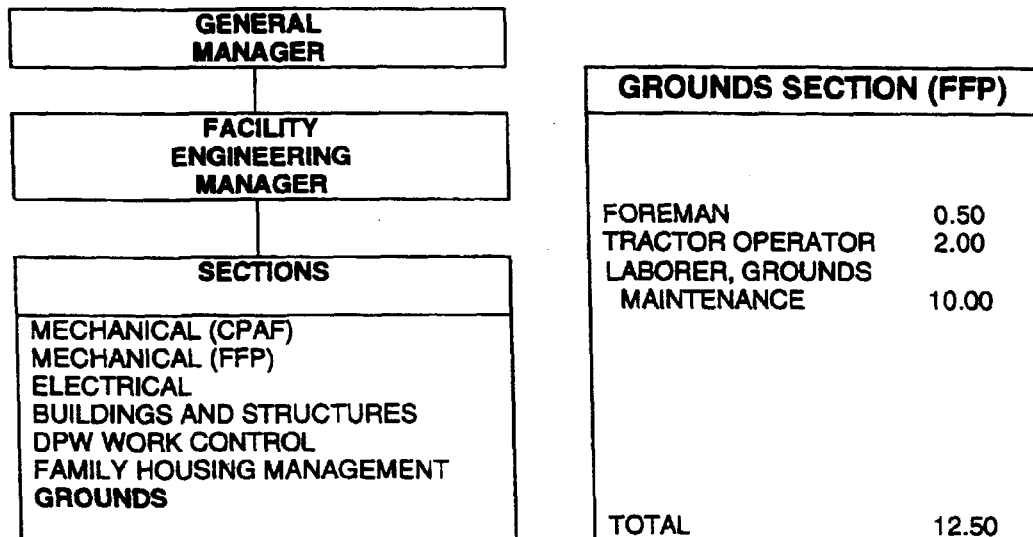


Figure IV-10-2: TVS's Organization and Staffing for Grounds and Surface Maintenance Section is Based on Our Extensive Experience Performing These Requirements on Numerous DoD Installations

10.3.0 Requirements

TVS's Grounds Section (FFP) will perform required grounds and surface functions according to the applicable specified documents, including grass cutting, edging, trimming, aerating, leaf removal, and plowing.

10.3.0.1 All Levels of Supervision

Our Tractor Operators and Grounds Maintenance Laborers assigned to the Grounds Section will report to the Grounds Section Foreman. As required, our Grounds Section Foremen will form shifts of Grounds Maintenance Laborers to work under the direction of a Tractor Operator to accomplish tasks. The Grounds Section Foreman will report to the Facility Engineering Manager who reports directly to the General Manager. The DPW Work Control Section will issue a PM IJO for cyclic maintenance work



according to the Annual Work Plan or requests for service, to the Grounds Section Foreman. The Grounds Section Foreman will publish standard tasks to be accomplished on each shift and assign teams of Tractor Operators and Grounds Maintenance Laborers to perform the required work.

The teams will complete the required work, record their actions on the task order, sign and date the order, and give the completed order along with their daily man-hour time sheets to the Grounds Section Foreman.

The Grounds Section Foreman, assisted by the Tractor Operators, will be responsible for the completion of all cyclic maintenance and grounds maintenance tasks in the Grounds and Surface Maintenance (Firm Fixed Price) functional area in accordance with industry standards, New Jersey State regulations, and any applicable documents cited in paragraph 4.0 of PWS #10, and the specifications of PWS #10.

10.3.0.2 Equipment (GFE and Contractor Acquired)

TVS will provide the following equipment to perform the requirements of PWS #10:

<u>Type</u>	<u>Quantity</u>	<u>Proposed Utilization</u>
Tractor w/Bushhog	1	Grass Cutting (Open areas)
61" Riding Mower	3	Grass Cutting
Tractor w/Attachments	1	Loading and tilling
Mower	5	Grass Cutting
Edger	3	Edging
Weedeater	5	Weed eating, trimming around trees, fences, etc.
Blowers	3	Clean up/sweeping

10.3.0.3 Plans for Accomplishing Specified Preventive Maintenance or Cyclic Maintenance

Our Facility Engineering Manager will be responsible for the preparation of the annual Cyclic Maintenance Schedule which must be submitted within 30 days of contract start in accordance with CDRL J001. This schedule will incorporate the grounds maintenance tasks addressed by this PWS and the required frequency (daily, weekly, monthly, and annually) of each task.

We will incorporate our standard work control procedures to track the status of all cyclic maintenance work. During phase-in, we will ensure all tasks (daily, weekly, monthly, and annual) are entered into the WorkLine automated system. Our DPW Work Control Section personnel will print a monthly schedule and the associated work control documents and forward them to the Grounds Section Foreman. The Grounds Section Foreman will assign craftsmen to tasks by placing the work control documents into their work assignment folder. Each individual will complete the assigned tasks, fill out the work control documents and return them to the Grounds Section Foreman, and record his actions on the daily man-hour time sheet. The Grounds Section Foreman inspects work in progress and completed work, reviews the documents for completeness and accuracy, checks them off as completed on his schedule, and returns the completed work control documents to the DPW Work Control Center. The evening shift at the DPW Work Control Center enters data, including man-hours into the WorkLine automated system where the data is available for reports or viewing on the network by Government and TVS management personnel.

10.3.0.4 Process and Quality Control

Volume III, Management Proposal, details our quality control program, including specific inspection techniques, acceptable quality levels (AQLs), corrective actions, prevention of recurrence, interface and communication systems, and documentation and reports.

Our Quality Control and Safety Office Manager will establish an effective program of quality control for Grounds Maintenance functions. The system will include checklists to verify compliance with all contract requirements, including records and reports to document the quality control process and findings.



The first line of quality is always the employee who performs the work. Our Grounds Section Foreman will have working level responsibility for quality control of the Grounds Maintenance functions. This person will work closely with our senior project management team and facilities maintenance personnel to develop plans that satisfy all Army requirements. Professional pride is an important element in our quality control program for this function. We expect our supervisory personnel, as well as all other company employees, to perform to high standards, and each will receive regular performance appraisals to verify that all contract services are provided to acceptable levels of quality.

We will provide a current, state-of-the-art bar coding technology for our Quality Control program at Fort Monmouth at no cost to the Government. The Inspection Supervisor™ system uses small, hand-held devices to record inspection results. Together with a desktop computer, this system will automate inspection results and generation of reports.

Like the document imaging system we use in our Peterson Air Force Base Supply contract, we believe the Inspection Supervisor system will offer superior results and significant labor savings. As one of DoD's most aggressive users of modern contract management technology, we will implement this system at Fort Monmouth at no additional cost to the Government. This system features:

- ☐ State-of-the-art Bar Coding Technology;
- ☐ Uses hand held Micro-Wand bar code readers;
- ☐ Supported by Desktop Computer;
- ☐ Hand held Micro-wand displays the Inspection Checklist for each location;
- ☐ Findings at each location keyed directly into Micro-Wand collection device;
- ☐ Down loaded daily to WorkLine;
- ☐ Immediate Results; and
- ☐ Timely Reports and Labor Savings.

Even though we are firmly committed to the use of modern management tools, we also recognize that the first line of quality is always the employee who performs the work. We will expect our Grounds Maintenance personnel to perform to high standards. Regular performance appraisals will be used to verify that all contract services are provided to acceptable levels of quality.

In the event that deficiencies are noted in our operation of the Grounds Maintenance function, or in accomplishment of other services planned and scheduled by our DPW Work Control Section, swift corrective action will be initiated. Possible deficiencies include out-of-date status information on a specific service order. Normally, we maintain current job status information on all open tasks. Should we become aware that the status of one or more jobs has not been updated, we will immediately correct that deficiency. Other potential quality deficiencies pertain to the maintenance of current licenses for our personnel. However, our personnel administration system provides for a suspense system to ensure that all licenses are maintained in current status. As a result, no licenses will become out of date.

It is also possible that cyclic work might not meet prescribed standards of quality, might not conform to applicable construction or safety codes, or might be deficient in some other manner. If such deficiencies are discovered, we will quickly initiate the necessary corrective measures and will make changes in our work management system to ensure that the problem is not repeated.



10.3.0.5 Data Requirements

We have reviewed the Contract Data Requirements List requirements for the resulting contract and are confident our procedures, which we have refined over the past five years, on our Family Housing Maintenance contract at Fort Hood, Texas, will result in timely and accurate reports. WorkLine gives us an extraordinary capability to provide current reports and track the status of work and costs each day. Our capability to deliver reports, the number and type of reports and data available to our Government counterparts each day, and the quality and timeliness of the information far exceeds the contract requirements at Fort Hood. This statement can be verified by checking with Government officials at Fort Hood. We urge you to contact them or, if at all possible, visit Fort Hood to see our operation and the results of our innovative work management and information systems which we have implemented.

We will submit the following Contract Data Requirements List items:

- ☐ Cyclic Maintenance Schedule (DI-MGMT-80004), Data Item No. J001;
- ☐ Completion of Cyclic Maintenance Report (DI-MGMT-80227), Data Item No. J002; and
- ☐ General/Flag Officer's Quarters Grounds Maintenance Completion of Work Report (DI-MGMT-80227), Data Item No. J003.

Our Facility Engineering Manager will be responsible for the preparation of all schedules. Our Grounds Section Foreman will be responsible for the collection of all data. He will use logs and completed service orders to assemble the information and forward the items to the DPW Work Control Section to prepare the required reports. The DPW Work Control Section will complete the required reports and forward them to the Business Management Office. In some instances, such as the Completion of Cyclic Maintenance Report, the DPW Work Control Section will use data in the automated work control system, WorkLine, to complete the report. The Business Manager in the Business Management Office will be responsible for maintaining a suspense system for all Contract Data Requirements List items, insuring all reports are prepared on time and in the proper format, obtaining the Project Manager's signature and submitting them to the Government. We propose to implement a system similar to our highly successful automated work control system on our Fort Hood Family Housing Maintenance contract where our DPW Work Control Center, Business Management Office and Government personnel are on a common computer network to communicate with levels of access controlled by passwords. At Fort Hood Government personnel establish priorities; issue Intermittent Work Requests for tasks such as special events, monitor the status of work each day, monitor expenditures each day, and receive reports. This network has proven to be such an innovation that when Fort Hood nominated us for the FORSCOM DEH Contractor of the Year Award, they called our system "The best system in the Army."

10.3.1 Cyclic Maintenance

10.3.1.1 Cyclic Maintenance Schedule

Our Facility Engineering Manager will be responsible for the preparation and submission of a schedule within 30 days of contract start to accomplish the tasks required by Performance Work Statement #10, Grounds and Surface Maintenance (Firm Fixed Price) in accordance with DI-MGMT-80004 an CDRL J001. This schedule will provide specific dates for work planned by street or map grid area, and will include inclement weather make-up days for 20% of the requirements. Once the Government approves this plan, our Grounds Section personnel will perform cyclic maintenance in accordance with the approved schedule and any approved changes. Upon notification by the COR, our DPW Work Control Section will schedule any required adjustments to accommodate approximately 27 special events each year.



10.3.1.2 Completion of Cyclic Maintenance Report

Each month our DPW Work Control Section will submit a Completion of Cyclic Maintenance Report (DI-MGMT-80227) within five days of the last calendar day of the month describing all cyclic maintenance completed the previous month in accordance with CDRL J002 which will include the following information:

- ☐ A description of the work performed,
- ☐ Actual performance dates, and
- ☐ Total labor hours expended by wage category.

10.3.2 Grounds Maintenance

The requirements of this PWS include the following typical grounds maintenance tasks:

- | | |
|---|--|
| <input type="checkbox"/> Grass cutting, | <input type="checkbox"/> Plowing a community garden, |
| <input type="checkbox"/> Edging, | <input type="checkbox"/> Policing grounds, |
| <input type="checkbox"/> Leaf removal, | <input type="checkbox"/> Pavement sweeping, and |
| <input type="checkbox"/> Shrub and Hedge Maintenance, | <input type="checkbox"/> General/Flag Officer's Quarters Grounds |
| <input type="checkbox"/> Removal of volunteer growth, | Maintenance. |
| <input type="checkbox"/> Aerating grass areas, | |

10.3.2.1 Grass Cutting

Our Grounds Section personnel will use a combination of large gang mowers, 60"-72" riding mowers and walk-behind mowers to cut the grass indicated by Maps 9803-1, 9803-A-1 and 9803-B-1. They will use riding mowers and walk-behind mowers to cut the grass around vacant quarters identified each week by the Housing Manager which are located on Allen, Russell, Carty, Gosselin, and Riverside Avenues; Megill Drive/Circle; and in Howard Commons. Our personnel will cut the grass to Class A standards within a fifty foot perimeter surrounding the building, or one-half the distance to adjacent occupied buildings if the distance between the buildings is less than 100 feet. Proper frequency of mowing and seasonal height of cut will ensure cuttings can be left on the ground to return nutrients, primarily nitrogen, to the soil without forming thatch which prevents aeration of the soil, thereby inhibiting the growth of a heavy, dense turf. Therefore, we will perform a total of 32 Class A cuttings once each week from 1 April through 1 November of each contract year and two additional cuttings outside of that period as directed by the COR. We will set the mower blades to cut the grass to the following heights according to the season:

- ☐ 1-1/2 inches from 1 April to 31 May,
- ☐ 2 inches from 1 June to 31 August, and
- ☐ 1-1/2 inches from 1 September until the end of the season.

This procedure should give us the desired cutting of no more than one third of the blade being cut at any one time. If for some reason Class A area appearance is unsightly due to long clippings, we will remove the clippings as directed by the COR. For those areas which require Class C cutting, we will cut the grass every four weeks with the mower blades set to 3-1/2 inches throughout the year.



10.3.2.2 Edging

Our Grounds Section personnel will use a power edger to edge grass along sidewalks, driveways and curbs during the months of April through October on the areas indicated by Maps 9803-1-E, 9803-A-1-E and 9803-B-1-E. For areas which do not have an inherent, clearly defined edge, such as the edge of a parking lot, we will use a string edger to perform the work. As shown on the maps, we will edge the designated areas to coincide with every sixth Class A cutting and Zone A between 1 to 15 May, Zone B between 1 to 15 June, and Zone C between 16 to 31 May in the Charles Wood Area depicted on Map 9803-1-E; we will edge the designated areas to coincide with every sixth Class A cutting and Zone A between 1 to 15 June, Zone B between 16 to 30 June, Zone C between 1 to 15 July, and Zone D between 16 to 31 July in the Main Post Area depicted on Map 9803-A-1-E; we will edge the Evans Area once between 16 to 30 June as depicted on Map 9803-B-1-E. For the Charles Wood and Main Post Areas our work will include all sidewalks, curbs, driveways and parking lots with the exception of walkways leading directly to residential quarters. For the Evans Area our work will include all sidewalks, curbs, driveways and parking lots excluding the test areas.

10.3.2.3 Leaf Removal

[REDACTED]

10.3.2.4 Shrub and Hedge Maintenance

Our Grounds Section personnel will prune and trim shrubs in accordance with the National Arborist Association Standards for Pruning and Maintaining Shade Trees in the areas covered by Maps 9803-1-P, 9803-A-1-P, and 9803-B-1-P. They will trim the hedges specified by Appendix 10-1, Table 10-3, twice each year during June and October, mulch the clippings and transport them to the COR-designated compost site. Shrubs need pruning to remove undesirable growth and dead branches, and to develop the desired shape. The dead branches on evergreen shrubs should be cut back to live wood. Exceptionally long branches should be removed well inside the main body of the shrub to encourage the growth of new shoots at the base of the shrub to renew the shrub as weak branches lose vigor and are pruned away. Deciduous shrubs should be pruned immediately after the flowering stage to remove old wood, recognized by rougher, darker bark which should be pruned back or taken out entirely.

10.3.2.5 Volunteer Growth

In conjunction with grass cutting and hedge trimming, our Grounds Section personnel will use hand tools to remove unwanted volunteer growth in and around buildings, trees, hedge-rows, and other shrubbery, including vines, seedlings and bushes.

10.3.2.6 Aerating

Proper aeration of turf areas is critical to maintenance of a lush, green turf, particularly in soils which have a clay content. Our Grounds Section personnel will use power equipment to aerate the areas specified on Maps 101 and 102 of Attachment 43 to the RFP twice each year in March and early September.



10.3.2.7 Community Garden

Between 15 February and 7 March of each year, our Grounds Section personnel will plow the community garden at Razor Avenue to a depth of 10 inches, and remove all debris and turn the ground between 7 and 21 November of each year.

10.3.2.8 Policing Grounds

The physical appearance of a US Army installation has always been an item of command interest. Our Grounds Section personnel will continue to maintain the high standards expected at Fort Monmouth by collecting and disposing of litter collected from improved and unimproved grounds, separating and recycling any appropriate items. We will police entrances to the installation, picnic areas, and high volume buildings or thoroughfares, such as the shopping center, health clinic, Myer Center, and USMAPS daily, and other areas each week. Our DPW Work Control Section personnel will include all areas to receive daily policing in the Cyclic Maintenance Schedule required by CDRL J001.

10.3.2.9 General/Flag Officer's Quarters Grounds Maintenance

Although the appearance of the entire installation is important, the areas in the immediate vicinity of General Officer's Quarters require additional attention to detail and high standards of performance.

General Officers frequently host important visitors to the installation at their quarters on short notice, requiring continuous maintenance of high standards. On our Fort Hood Family Housing Maintenance contract we are responsible for the operation, maintenance and vacant quarters grounds maintenance on thirteen sets of General Officer's quarters. We are completely familiar with the management attention which must be dedicated to these facilities to ensure high standards, and the special reporting requirements of costs associated with work on these quarters. Our Grounds Section Foreman will use the assignment to provide complete grounds maintenance for the General/Flag Officer's Quarters at 19 Allen Avenue every ten days to reward his best employee. Our work will include, as required, lawn fertilization, liming and cutting; leaf raking; planting, pruning and trimming of shrubs; edging; and removal of weeds and other unwanted vegetation. Our DPW Work Control Section personnel will submit a General/Flag Officer's Quarters Grounds Maintenance Completion of Work Report in accordance with DI-MGMT-80227 and CDRL J002 within five days of the last calendar day of each month, including the following information:

- ☐ A description of the work performed,
- ☐ Actual performance dates, and
- ☐ Total labor hours expended by wage category.

Our proven service call tracking system combined with the features of the WorkLine automated system will permit us to prepare this report with information which is both accurate and timely.

PERFORMANCE WORK STATEMENT # 10

GROUNDS AND SURFACE MAINTENANCE
(FIRM FIXED PRICE)

FFP

1.0 SCOPE. The contractor shall maintain grounds and surfaces at Fort Monmouth and its sub-posts. Estimated workload data appears in Appendix 10-1. This PWS addresses grounds and surface maintenance tasks of a fixed nature, and will be a Firm Fixed Price effort. Grounds and surface maintenance tasks of a variable nature are addressed by PWS #09.

2.0 APPLICABLE DOCUMENTS. The exact issue of all documents cited in this PWS appears in paragraph 4.0.

3.0 REQUIREMENTS. The contractor shall perform grounds and surface maintenance functions in accordance with this PWS and applicable documents cited in paragraph 4.0. The contractor shall furnish all grass cutting, edging, trimming, aerating, leaf removal and plowing equipment required for this PWS.

3.1 Cyclic Maintenance.

3.1.1 Cyclic Maintenance Schedule (DI-MGMT-80004). The contractor shall submit a schedule to address the tasks required by this PWS in accordance with DI-MGMT-80004 and CDRL J001. This schedule shall provide specific dates for work planned by street or map grid area. Schedules shall include inclement weather make-up days for 20% of requirements. Once Government-approved, the contractor shall perform cyclic maintenance in accordance with the approved schedule and approved changes. Schedule adjustments may be required to accommodate approximately 27 special events each year. The COR will provide prior notification of such events.

CONTRACT DATA REQUIREMENTS LIST							
A. CONTRACT LINE ITEM NO.		B. EXHIBIT J		C. CATEGORY: TDP ____ TM ____ OTHER <u>MGMT</u>			
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO. J001		2. TITLE OF DATA ITEM Management Plan			3. SUBTITLE Cyclic Maintenance Schedule		
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80004			5. CONTRACT REFERENCE PWS 10, paragraph 3.1.1		6. REQUIRING OFFICE SELF-M-PW-CO		
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED	10. FREQUENCY SEE ITEM 16	12. DATE OF FIRST SUBMISSION See Item 16	14. DISTRIBUTION			
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION See Item 16	a. ADDRESSEE		b. COPIES	
						Draft	Final
						Reg	Rep
16. REMARKS. Delete blocks 3, 7 and 10 of DI-MGMT-80004. Reports shall be typewritten, in contractor format, and provide the data required by paragraph 3.1.1. Submit initial draft via LT, 30 days after contract award. Government requires 30 days to comment. Submit final via DD-250, 30 days after receipt of Government comments. Submit change pages as required, within 15 days after the need for revision is identified. Government requires 15 days to review/approve changes.				SELF-M-PW-CO		1	1
				15. TOTAL		1	1

3.1.2 Completion of Cyclic Maintenance Report (DI-MGMT-80227). The contractor shall submit a report of all cyclic maintenance completed during each month in accordance with DI-MGMT-80227 and CDRL J002. This report shall include:

- a. A description of the work performed.
- b. Actual performance dates.
- c. Total labor hours expended by wage category.

CONTRACT DATA REQUIREMENTS LIST																				
A. CONTRACT LINE ITEM NO.		B. EXHIBIT J		C. CATEGORY: TDP <input type="checkbox"/> TM <input type="checkbox"/> OTHER <u>MGMT</u>																
D. SYSTEM/ITEM			E. CONTRACT/PR NO.			F. CONTRACTOR														
1. DATA ITEM NO. J002		2. TITLE OF DATA ITEM Contractor's Progress, Status and Management Report				3. SUBTITLE Completion of Cyclic Maintenance Report														
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227			5. CONTRACT REFERENCE PWS 10, paragraph 3.1.2			6. REQUIRING OFFICE SELF-M-PW-CO														
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED		10. FREQUENCY MONTHLY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION												
8. APP CODE				11. AS OF DATE See Item 16		13. DATE OF SUBSEQUENT SUBMISSION		<table border="1"> <tr> <td colspan="2">a. ADDRESSEE</td> <td colspan="2">b. COPIES</td> </tr> <tr> <td rowspan="2">SELF-M-PW-CO</td> <td>Draft</td> <td>Final</td> <td></td> </tr> <tr> <td>Reg</td> <td>Rep</td> <td></td> </tr> </table>		a. ADDRESSEE		b. COPIES		SELF-M-PW-CO	Draft	Final		Reg	Rep	
a. ADDRESSEE		b. COPIES																		
SELF-M-PW-CO	Draft	Final																		
	Reg	Rep																		
18. REMARKS.						<table border="1"> <tr> <td rowspan="2">SELF-M-PW-CO</td> <td>Draft</td> <td>Final</td> <td></td> </tr> <tr> <td>Reg</td> <td>Rep</td> <td>1</td> </tr> </table>				SELF-M-PW-CO	Draft	Final		Reg	Rep	1				
SELF-M-PW-CO	Draft	Final																		
	Reg	Rep	1																	
Delete blocks 3, 7 and 10 of DI-MGMT-80227. Reports shall be typewritten, in contractor format, and provide the data required by paragraph 3.1.2.																				
Submit reports within 5 days after the last calendar day of each month of contract performance.																				
15. TOTAL								1												

3.2 Grounds Maintenance.

3.2.1 Grass Cutting. The contractor shall cut grass on areas indicated by Maps 9803-1, 9803-A-1, and 9803-B-1. In addition, the contractor shall cut grass around all vacant quarters in accordance with Class A area requirements. Such vacant quarters are located on Allen, Russell, Carty, Gosselin, and Riverside Avenues, Megill Drive/Circle and in Howard Commons. The contractor shall coordinate with the Housing Management Division (SELF-M-PW-H) weekly to determine which quarters are vacant. The contractor shall cut the grass within a fifty foot perimeter surrounding the building, or one-half the distance to adjacent occupied buildings if the distance between buildings is less than 100 feet. Note that residents of Family Housing units cut their own lawns directly to the front, rear and sides of their unit, less those areas which are the responsibility of the contractor.

3.2.2 Edging. The contractor shall edge grass along sidewalks, driveways and curbs, during the months of April through October, on areas indicated by Maps 9803-1-E, 9803-A-1-E and 9803-B-1-E.

3.2.3 Leaf Removal. The contractor shall collect and remove leaves in areas covered by Drawings 106, 107 and 108. Collected leaves shall be transported to a compost site to be designated by the COR. The contractor shall contact the COR prior to 1 October of each year to determine the location of the compost site. Composting shall be accomplished in accordance with PWS #07 by personnel assigned to PWS #10.

3.2.4 Shrub and Hedge Maintenance. The contractor shall prune and trim shrubs in accordance with the National Arborist Association Standards for Pruning and Maintaining Shade Trees in the areas covered by Maps 9803-1-P, 9803-A-1-P, and 9803-B-1-P. The contractor shall trim the hedges specified by Appendix 10-1, Table 10-3, twice per year. The first trimming shall be accomplished between 01-30 June. The second trimming shall be accomplished between 01-31 October. Clippings shall be mulched and disposed of at the COR-designated compost site (see paragraph 3.2.3).

3.2.5 Volunteer Growth. Unwanted volunteer growth shall be removed in conjunction with grass cutting and hedge trimming. Unwanted volunteer growth includes vines, seedlings, bushes, etc. in and around buildings, trees, hedge-rows, and other shrubbery.

3.2.6 Aerating. The contractor shall aerate the grass areas covered by Drawings 101 and 102.

3.2.7 Community Garden. The contractor shall plow the community garden at Razor Ave. to a depth of ten inches, between 15 February and 07 March of each year. The contractor shall remove all debris and turn the ground between 07-21 November of each year.

3.2.8 Policing Grounds. The contractor shall collect and dispose of litter collected from improved and unimproved grounds. Recyclables shall be separated out and disposed of appropriately. Entrances to the installation, picnic areas, and high volume buildings/thoroughfares such as the shopping center, hospital, Myer Center, USMAPS, etc. shall be policed daily. All other areas shall be policed weekly. The contractor shall indicate all areas to receive daily policing in the Cyclic Maintenance Schedule required by CDRL J001.

SWEETING (DELETED - MOVED TO 9

3.2.9 General/Flag Officer's Quarters Grounds Maintenance. The contractor shall provide complete grounds maintenance for the General/Flag Officer's Quarters at 19 Allen Avenue, every ten days. Maintenance shall include, as required, lawn fertilization, liming and cutting, leaf raking, planting, pruning and trimming of shrubs, edging, and removal of weeds and other unwanted vegetation. Edging shall occur on the first day of service of each month, as required. The contractor shall submit a General/Flag Officer's Quarters Grounds Maintenance Completion of Work Report in accordance with DI-MGMT-80227 and CDRL J003. The following information shall be provided:

- a. A description of the work performed.
- b. Actual performance dates.
- c. Total labor hours expended by wage category.

CONTRACT DATA REQUIREMENTS LIST											
A. CONTRACT LINE ITEM NO.			B. EXHIBIT <div style="text-align: center;">J</div>		C. CATEGORY: TDP _____ TM _____ OTHER <u>MGMT</u>						
D. SYSTEM/ITEM				E. CONTRACT/PR NO.			F. CONTRACTOR				
1. DATA ITEM NO. <div style="text-align: center;">J003</div>		2. TITLE OF DATA ITEM Contractor's Progress, Status and Management Report				3. SUBTITLE General/Flag Officer's Quarters Grounds Maintenance Completion of Work Report					
4. AUTHORITY (Data Acquisition Document No.) <div style="text-align: center;">DI-MGMT-80227</div>				5. CONTRACT REFERENCE <div style="text-align: center;">PWS 10, paragraph 3.2.9</div>			6. REQUIRING OFFICE <div style="text-align: center;">SELFM-PW-CO</div>				
7. DD 250 REQ <div style="text-align: center;">LT</div>		9. DIST STATEMENT REQUIRED		10. FREQUENCY <div style="text-align: center;">SEE ITEM 16</div>		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE <div style="text-align: center;">See Item 16</div>		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE <div style="text-align: center;">SELFM-PW-CO</div>		b. COPIES			
								<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Draft</td> <td style="width: 50%; padding: 5px;">Final</td> </tr> <tr> <td style="width: 50%; padding: 5px;">Reg</td> <td style="width: 50%; padding: 5px;">Rep</td> </tr> </table>		Draft	Final
Draft	Final										
Reg	Rep										
16. REMARKS. Delete blocks 3, 7 and 10 of DI-MGMT-80227. Reports shall be typewritten, in contractor format, and provide the data required by paragraph 3.2.9. Submit reports within 5 days after the last calendar day of each month in which grounds maintenance is performed on the General/Flag Officer's quarters.											
						15. TOTAL		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">1</td> <td style="width: 50%; padding: 5px;"></td> </tr> </table>		1	
1											

4.0 APPLICABLE DOCUMENTS. When "latest" is specified as the date in the following Table, the most current version of the document in effect at any time during the contract period shall apply.

TABLE 10-1: APPLICABLE DOCUMENTS FOR PWS #10

NUMBER	NAME	DATE
Army Regulations and Pamphlets		
AR 420-72	Surfaced Areas, Railroad and Associated Structures	01 May 76
AR 420-74	Natural Resources - Land, Forest and Wildlife Management	25 Feb 86
DA Pam 420-7	Natural Resources - Land, Forest, and Wildlife Management	19 May 77
Army Technical Manuals and Bulletins		
TM 5-629	Herbicides Manual for Noncrop Land and Weeds	24 May 89
TM 5-803-10	Planning and Design of Outdoor Sports Facilities	05 Apr 88
TM 5-803-13	Landscape Design and Planting Criteria	06 Aug 88
TM 5-830-3	Dust Control	30 Sep 87
Commercial Documents		
	National Arborist Association Standards for Pruning and Maintaining Shade Trees	Latest
Maps and Drawings		
101	Aerating Charles Wood Area	---
102	Aerating Main Post Area	---
106	Leaf Removal, Charles Wood Area	---
107	Leaf Removal, Main Post Area	---
108	Leaf Removal, Evans Area	---
9803-1	Grass Cutting, Charles Wood Area to include common use areas of Family Housing (Class A and Class C cuttings)	---
9803-A-1	Grass Cutting, Main Post Area to include Family Housing (Class A and Class C cuttings)	---
9803-B-1	Grass Cutting, Evans Area (Class A, B and C)	---
9803-1-E	Edging, Charles Wood Area to include common use areas of Family Housing	---
9803-A-1-E	Edging, Main Post Area	---
9803-B-1-E	Edging, Evans Area	---
9803-1-P	Pruning Map	---
9803-A-1-P	Pruning Map	---
9803-B-1-P	Pruning Map	---

APPENDIX 10-1

TABLE 10-2: HEDGE PRUNING

LOCATION	LENGTH FEET	BOX TRIM AND PRUNE TO
Oceanport Ave, east side, between Leonard Ave and Hazen Drive	870	6 feet high 3 feet wide at base
Tinton Ave from Hope Road to Bataan Avenue	1900	6 feet high
East of Bldg. 454	60	4 feet high 3 feet wide at base
East of Bldg. 202 and front of Marina	75	3 feet high 3 feet wide at base
Commissary	290	3 feet high
Johnson Gate (upright yews)	125	4-1/2 feet high
Between Bldgs. 205 and 282	25	5 feet high
Between Bldg. 205 and 287	220	4 feet high
South end of Bldg. 207	50	5 feet high
Bldg. 208	175	Porch high
Bldg. 259	70	5 feet high
Bldg. 269	36	5 feet high
Bldg. 275	50	Handrail high
Bldg. 286	85	5 feet high
Bldg. 295	190	Window high
Parking lot by Bldg. 363	160	5 feet high
Bldg. 500 (Post Chapel)	220	3 feet high
Bldg. 500	240	5 feet high
Bldg. 502	285	2 feet high
Bldg. 550	40	5 feet high
Bldg. 918	100	6 inches below windows
Bldg. 977	260	5 feet high
Credit Union, Bldg. 1006	50	Window high
South of Bldg. 1006	100	7 feet high 5 feet wide at base
Hospital, Bldg. 1075	385	Window high
Bldg. 1207	300	Window high
Bldg. 1215	100	2 feet high
Bldg. 2525	375	3 feet high
Parking Lot #1	500	5 feet high
Along Marconi Rd. by quarters	400	4 feet high
Bldg. 9040	46	3 feet high
Bldg. 9041	46	3 feet high
Bldg. 9042	40	3 feet high

sweeping - moved to # 9

PERFORMANCE WORK STATEMENT # 10

GROUNDS AND SURFACE MAINTENANCE (FIRM FIXED PRICE)

1.0 SCOPE. The contractor shall maintain grounds and surfaces at Fort Monmouth and its sub-posts. Estimated workload data appears in Appendix 10-1. This PWS addresses grounds and surface maintenance tasks of a fixed nature, and will be a Firm Fixed Price effort. Grounds and surface maintenance tasks of a variable nature are addressed by PWS #09.

2.0 APPLICABLE DOCUMENTS. The exact issue of all documents cited in this PWS appears in paragraph 4.0.

3.0 REQUIREMENTS. The contractor shall perform grounds and surface maintenance functions in accordance with this PWS and applicable documents cited in paragraph 4.0. The contractor shall furnish all grass cutting, edging, trimming, aerating, leaf removal, plowing and manual sweeping equipment required for this PWS. ~~The Government will furnish mechanical sweepers.~~

3.1 Cyclic Maintenance.

3.1.1 Cyclic Maintenance Schedule (DI-MGMT-80004). The contractor shall submit a schedule to address the tasks required by this PWS in accordance with DI-MGMT-80004 and CDRL J001. This schedule shall provide specific dates for work planned by street or map grid area. Schedules shall include inclement weather make-up days for 20% of requirements. Once Government-approved, the contractor shall perform cyclic maintenance in accordance with the approved schedule and approved changes. Schedule adjustments may be required to accommodate approximately 27 special events each year. The COR will provide prior notification of such events.

CONTRACT DATA REQUIREMENTS LIST												
A. CONTRACT LINE ITEM NO.		B. EXHIBIT J		C. CATEGORY: TOP ___ TM ___ OTHER <u>MGMT</u>								
D. SYSTEM/ITEM			E. CONTRACT/PR NO.			F. CONTRACTOR						
1. DATA ITEM NO. J001		2. TITLE OF DATA ITEM Management Plan			3. SUBTITLE Cyclic Maintenance Schedule							
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80004			5. CONTRACT REFERENCE PWS 10, paragraph 3.1.1			6. REQUIRING OFFICE SELF-M-PW-CO						
7. DD 250 REQ DD		9. DAST STATEMENT REQUIRED		10. FREQUENCY SEE ITEM 16		12. DATE OF FIRST SUBMISSION See Item 16		14. DISTRIBUTION				
8. APP CODE A				11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION See Item 16		a. ADDRESSEE				
								b. COPIES				
								Draft				
								Final				
								Reg				
								Rep				
16. REMARKS. Delete blocks 3, 7 and 10 of DI-MGMT-80004. Reports shall be typewritten, in contractor format, and provide the data required by paragraph 3.1.1. Submit initial draft via LT, 30 days after contract award. Government requires 30 days to comment. Submit final via DD-250, 30 days after receipt of Government comments. Submit change pages as required, within 15 days after the need for revision is identified. Government requires 15 days to review/approve changes.								SELF-M-PW-CO		1	1	
								15. TOTAL		1	1	

3.1.2 Completion of Cyclic Maintenance Report (DI-MGMT-80227). The contractor shall submit a report of all cyclic maintenance completed during each month in accordance with DI-MGMT-80227 and CDRL J002. This report shall include:

- a. A description of the work performed.
- b. Actual performance dates.
- c. Total labor hours expended by wage category.

CONTRACT DATA REQUIREMENTS LIST											
A. CONTRACT LINE ITEM NO.		B. EXHIBIT J		C. CATEGORY: TDP ____ TM ____ OTHER <u>MGMT</u>							
D. SYSTEM/ITEM			E. CONTRACT/PR NO.			F. CONTRACTOR					
1. DATA ITEM NO. J002		2. TITLE OF DATA ITEM Contractor's Progress, Status and Management Report				3. SUBTITLE Completion of Cyclic Maintenance Report					
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227			5. CONTRACT REFERENCE PWS 10, paragraph 3.1.2			6. REQUIRING OFFICE SELF-M-PW-CO					
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED		10. FREQUENCY MONTHLY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE				11. AS OF DATE See item 16		13. DATE OF SUBSEQUENT SUBMISSION		14. DISTRIBUTION			
16. REMARKS. Delete blocks 3, 7 and 10 of DI-MGMT-80227. Reports shall be typewritten, in contractor format, and provide the data required by paragraph 3.1.2. Submit reports within 5 days after the last calendar day of each month of contract performance.						a. ADDRESSEE		b. COPIES			
						SELF-M-PW-CO		Draft		Final	
								Reg		Rep	
						15. TOTAL		1			

3.2 Grounds Maintenance.

3.2.1 Grass Cutting. The contractor shall cut grass on areas indicated by Maps 9803-1, 9803-A-1, and 9803-B-1. In addition, the contractor shall cut grass around all vacant quarters in accordance with Class A area requirements. Such vacant quarters are located on Allen, Russell, Carty, Gosselin, and Riverside Avenues, Megill Drive/Circle and in Howard Commons. The contractor shall coordinate with the Housing Management Division (SELF-M-PW-H) weekly to determine which quarters are vacant. The contractor shall cut the grass within a fifty foot perimeter surrounding the building, or one-half the distance to adjacent occupied buildings if the distance between buildings is less than 100 feet. Note that residents of Family Housing units cut their own lawns directly to the front, rear and sides of their unit, less those areas which are the responsibility of the contractor.

3.2.2 Edging. The contractor shall edge grass along sidewalks, driveways and curbs, during the months of April through October, on areas indicated by Maps 9803-1-E, 9803-A-1-E and 9803-B-1-E.

3.2.3

3.2.4 Shrub and Hedge Maintenance. The contractor shall prune and trim shrubs in accordance with the National Arborist Association Standards for Pruning and Maintaining Shade Trees in the areas covered by Maps 9803-1-P, 9803-A-1-P, and 9803-B-1-P. The contractor shall trim the hedges specified by Appendix 10-1, Table 10-3, twice per year. The first trimming shall be accomplished between 01-30 June. The second trimming shall be accomplished between 01-31 October. Clippings shall be mulched and disposed of at the COR-designated compost site (see paragraph 3.2.3).

3.2.5 Volunteer Growth. Unwanted volunteer growth shall be removed in conjunction with grass cutting and hedge trimming. Unwanted volunteer growth includes vines, seedlings, bushes, etc. in and around buildings, trees, hedge-rows, and other shrubbery.

3.2.6 Aerating. The contractor shall aerate the grass areas covered by Drawings 101 and 102.

3.2.7 Community Garden. The contractor shall plow the community garden at Razor Ave. to a depth of ten inches, between 15 February and 07 March of each year. The contractor shall remove all debris and turn the ground between 07-21 November of each year.

3.2.8 Policing Grounds. The contractor shall collect and dispose of litter collected from improved and unimproved grounds. Recyclables shall be separated out and disposed of appropriately. Entrances to the installation, picnic areas, and high volume buildings/thoroughfares such as the shopping center, hospital, Myer Center, USMAPS, etc. shall be policed daily. All other areas shall be policed weekly. The contractor shall indicate all areas to receive daily policing in the Cyclic Maintenance Schedule required by CDRL J001.

3.2.9 Sweeping. The contractor shall sweep the areas in the frequencies indicated in Table 10-1. Mechanical sweeping shall be augmented by manual sweeping to ensure complete coverage. A sweeping schedule shall be included in the Cyclic Maintenance Schedule required by CDRL J001. Total areas to be swept are indicated in Appendix 10-1, Table 10-4.

TABLE 10-1: SWEEPING FREQUENCY

AREA	SWEEPING FREQUENCY
Commissary Parking Lot	Each Monday, before 0800
Constitution Plaza Parking Lot	Once monthly, on Sundays
Myer Center Parking Lot	Once monthly, on Sundays
Electronic Warfare Lab (Bldg. 2705) Parking Lot	Once monthly, on Sundays
Pulse Power Lab (Bldg. 2707) Parking Lot	Once monthly, on Sundays
Shoppette (Bldg. 286) Parking Lot	Once monthly, on Sundays
All other roads, paved shoulders, gutters, curbs and parking areas, including family housing areas	Monthly

3.2.10 General/Flag Officer's Quarters Grounds Maintenance. The contractor shall provide complete grounds maintenance for the General/Flag Officer's Quarters at 19 Allen Avenue, every ten days. Maintenance shall include, as required, lawn fertilization, liming and cutting, leaf raking, planting, pruning and trimming of shrubs, edging, and removal of weeds and other unwanted vegetation. Edging shall occur on the first day of service of each month, as required. The contractor shall submit a General/Flag Officer's Quarters Grounds Maintenance Completion of Work Report in accordance with DI-MGMT-80227 and CDRL J002. The following information shall be provided:

- A description of the work performed.
- Actual performance dates.
- Total labor hours expended by wage category.

*every 10 days?
What about on Friday's
each week?*

J003

CONTRACT DATA REQUIREMENTS LIST															
A. CONTRACT LINE ITEM NO.			B. EXHIBIT <div style="text-align: center;">J</div>		C. CATEGORY: TDP _____ TM _____ OTHER <u>MGMT</u>										
D. SYSTEM/ITEM			E. CONTRACT/PR NO.			F. CONTRACTOR									
1. DATA ITEM NO. <div style="text-align: center;">J002</div>		2. TITLE OF DATA ITEM Contractor's Progress, Status and Management Report				3. SUBTITLE General/Flag Officer's Quarters Grounds Maintenance Completion of Work Report									
4. AUTHORITY (Data Acquisition Document No.) <div style="text-align: center;">DI-MGMT-80227</div>			5. CONTRACT REFERENCE <div style="text-align: center;">PWS 10, paragraph 3.2.10</div>			6. REQUIRING OFFICE <div style="text-align: center;">SELF-M-PW-CO</div>									
7. DO 250 REQ <div style="text-align: center;">LT</div>		9. DIST STATEMENT REQUIRED		10. FREQUENCY <div style="text-align: center;">SEE ITEM 16</div>		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION							
8. APP CODE				11. AS OF DATE <div style="text-align: center;">See Item 16</div>		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE							
								b. COPIES							
16. REMARKS.						SELF-M-PW-CO		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Draft</th> <th style="width: 50%;">Final</th> </tr> <tr> <td style="text-align: center;">Reg</td> <td style="text-align: center;">Rep</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </table>		Draft	Final	Reg	Rep	1	1
Draft	Final														
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Delete blocks 3, 7 and 10 of DI-MGMT-80227. Reports shall be typewritten, in contractor format, and provide the data required by paragraph 3.2.10.															
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4.0 APPLICABLE DOCUMENTS. When "latest" is specified as the date in the following Table, the most current version of the document in effect at any time during the contract period shall apply.

TABLE 10-2: APPLICABLE DOCUMENTS FOR PWS #10

NUMBER	TITLE	DATE
Army Regulations and Pamphlets		
AR 420-72	Surfaced Areas, Railroad and Associated Structures	01 May 76
AR 420-74	Natural Resources - Land, Forest and Wildlife Management	25 Feb 86
DA Pam 420-7	Natural Resources - Land, Forest, and Wildlife Management	19 May 77
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	National Arborist Association Standards for Pruning and Maintaining Shade Trees	Latest
Maps and Drawings		
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102	Aerating Main Post Area	—
106	Leaf Removal, Charles Wood Area	—
107	Leaf Removal, Main Post Area	—
108	Leaf Removal, Evans Area	—
9803-1	Grass Cutting, Charles Wood Area to include common use areas of Family Housing (Class A and Class C cuttings)	—
9803-A-1	Grass Cutting, Main Post Area to include Family Housing (Class A and Class C cuttings)	—
9803-B-1	Grass Cutting, Evans Area (Class A, B and C)	—
9803-1-E	Edging, Charles Wood Area to include common use areas of Family Housing	—
9803-A-1-E	Edging, Main Post Area	—
9803-B-1-E	Edging, Evans Area	—
9803-1-P	Pruning Map	—
9803-A-1-P	Pruning Map	—
9803-B-1-P	Pruning Map	—

APPENDIX 10-1

TABLE 10-3: HEDGE PRUNING

LOCATION	LENGTH (FEET)	BOX TRIM AND PRUNE TO
Oceanport Ave, east side, between Leonard Ave and Hazen Drive	870	6 feet high 3 feet wide at base
Tinton Ave from Hope Road to Bataan Avenue	1900	6 feet high
East of Bldg. 454	60	4 feet high 3 feet wide at base
East of Bldg. 202 and front of Marina	75	3 feet high 3 feet wide at base
Commissary	290	3 feet high
Johnson Gate (upright yews)	125	4-1/2 feet high
Between Bldgs. 205 and 282	25	5 feet high
Between Bldg. 205 and 287	220	4 feet high
South end of Bldg. 207	50	5 feet high
Bldg. 208	175	Porch high
Bldg. 259	70	5 feet high
Bldg. 269	38	5 feet high
Bldg. 275	50	Handrail high
Bldg. 286	85	5 feet high
Bldg. 295	190	Window high
Parking lot by Bldg. 383	180	5 feet high
Bldg. 500 (Post Chapel)	220	3 feet high
Bldg. 500	240	5 feet high
Bldg. 502	285	2 feet high
Bldg. 550	40	5 feet high
Bldg. 918	100	6 inches below windows
Bldg. 977	280	5 feet high
Credit Union, Bldg. 1006	50	Window high
South of Bldg. 1006	100	7 feet high 5 feet wide at base
Hospital, Bldg. 1075	385	Window high
Bldg. 1207	300	Window high
Bldg. 1215	100	2 feet high
Bldg. 2525	375	3 feet high
Parking Lot #1	500	5 feet high
Along Marconi Rd. by quarters	400	4 feet high
Bldg. 9040	46	3 feet high
Bldg. 9041	46	3 feet high
Bldg. 9042	40	3 feet high

TABLE 10-4: SWEEPING AREAS

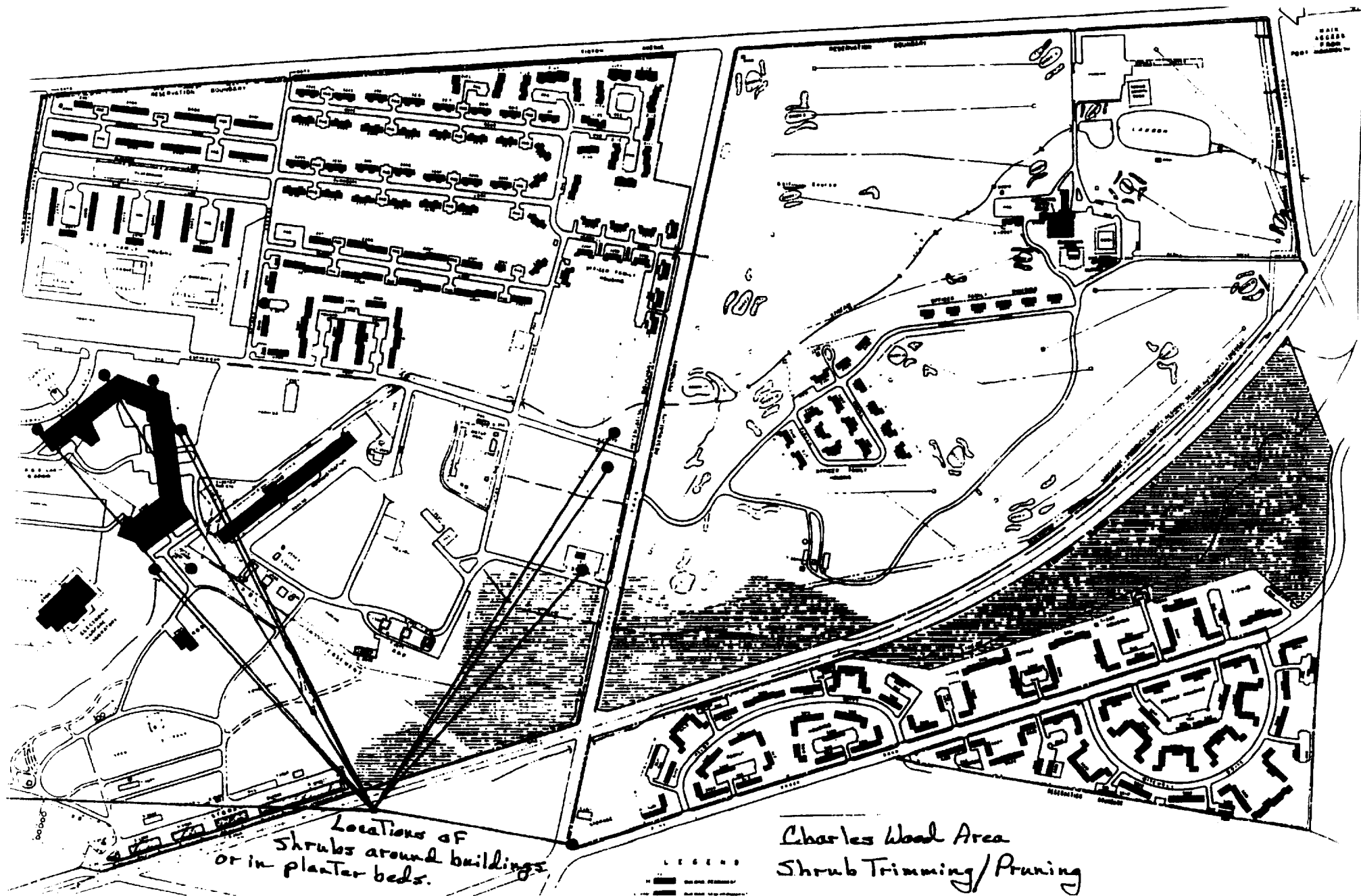
SURFACE	SIZE
Parking areas	872,494 square yards
Roads and intersections	37 miles

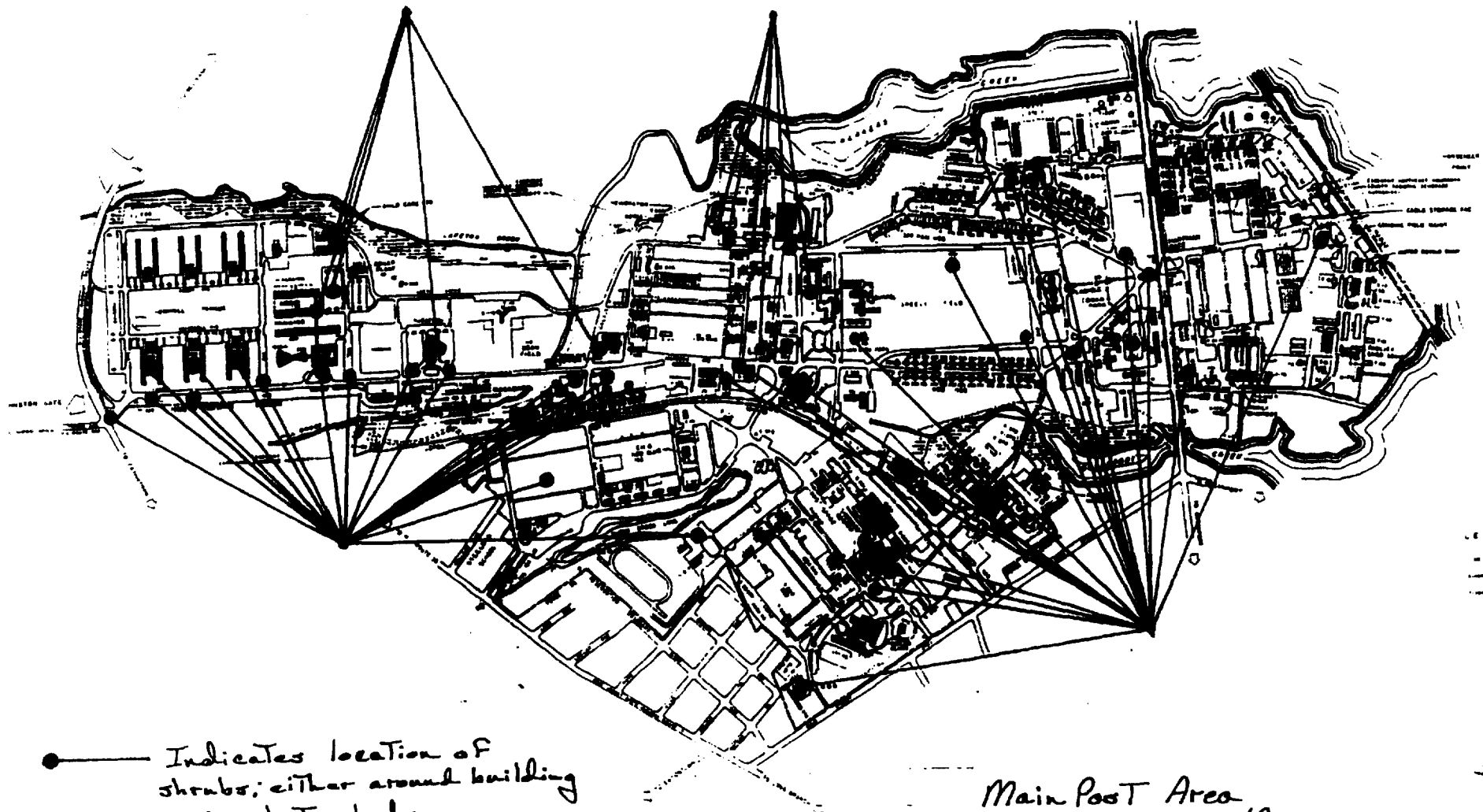
APPENDIX 10-1

TABLE 10-2: HEDGE PRUNING

HEDGE PRUNING		
Oceanport Ave, east side, between Leonard Ave and Hazen Drive	870	6 feet high 3 feet wide at base
Tinton Ave from Hope Road to Bataan Avenue	1900	6 feet high
East of Bldg. 454	60	4 feet high 3 feet wide at base
East of Bldg. 202 and front of Marina	75	3 feet high 3 feet wide at base
Commissary	290	3 feet high
Johnson Gate (upright yews)	125	4-1/2 feet high
Between Bldgs. 205 and 282	25	5 feet high
Between Bldg. 205 and 287	220	4 feet high
South end of Bldg. 207	50	5 feet high
Bldg. 208	175	Porch high
Bldg. 259	70	5 feet high
Bldg. 269	38	5 feet high
Bldg. 275	50	Handrail high
Bldg. 286	85	5 feet high
Bldg. 295	190	Window high
Parking lot by Bldg. 363	160	5 feet high
Bldg. 500 (Post Chapel)	220	3 feet high
Bldg. 500	240	5 feet high
Bldg. 502	285	2 feet high
Bldg. 550	40	5 feet high
Bldg. 918	100	6 inches below windows
Bldg. 977	260	5 feet high
Credit Union, Bldg. 1006	50	Window high
South of Bldg. 1006	100	7 feet high 5 feet wide at base
Hospital, Bldg. 1075	385	Window high
Bldg. 1207	300	Window high
Bldg. 1215	100	2 feet high
Bldg. 2525	375	3 feet high
Parking Lot #1	500	5 feet high
Along Marconi Rd. by quarters	400	4 feet high
Bldg. 9040	46	3 feet high
Bldg. 9041	46	3 feet high
Bldg. 9042	40	3 feet high

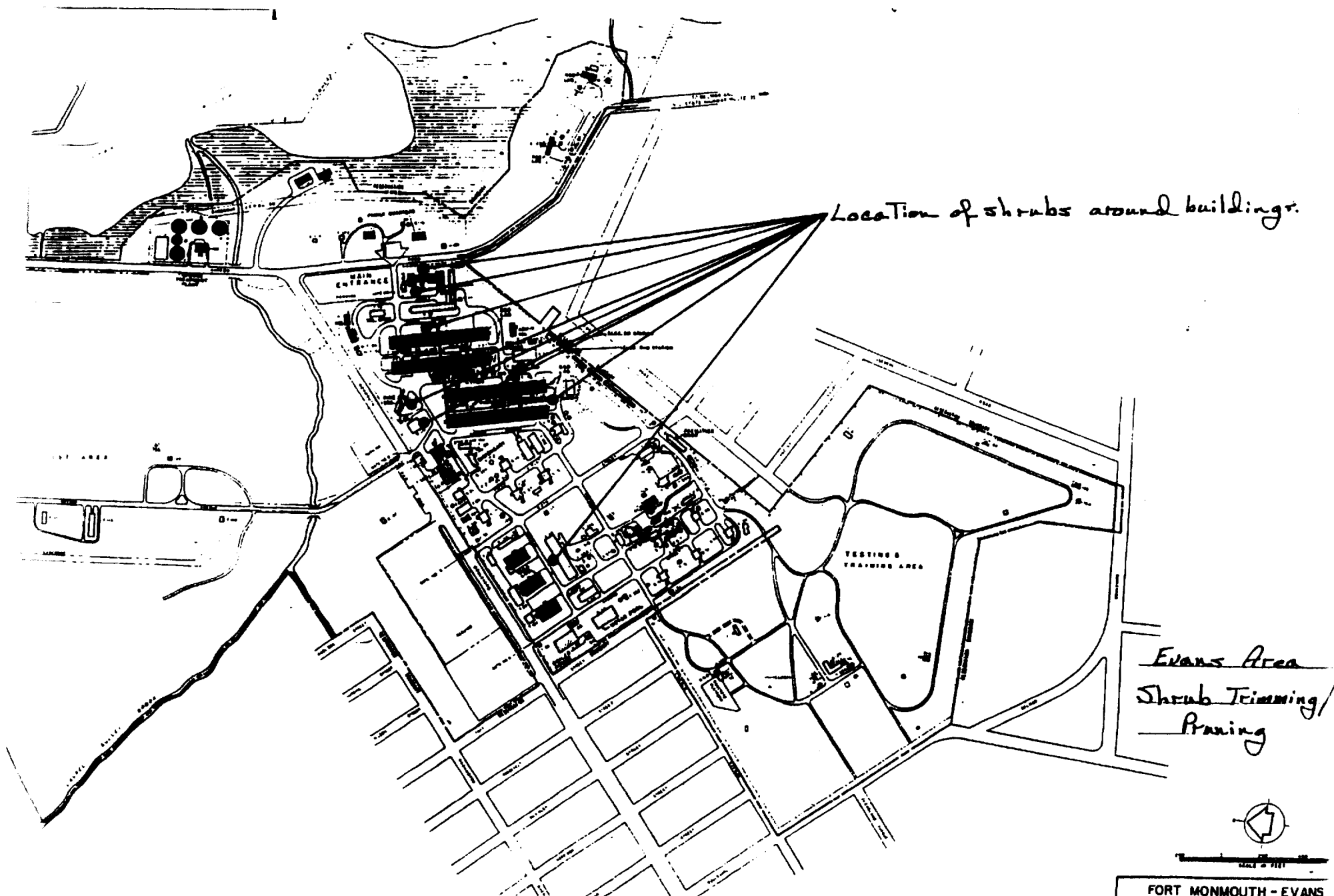
sweeping - moved to # 9



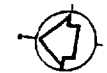


Main Post Area
Shrub Trimming/Pruning

FORT MONMOUTH
NEW JERSEY



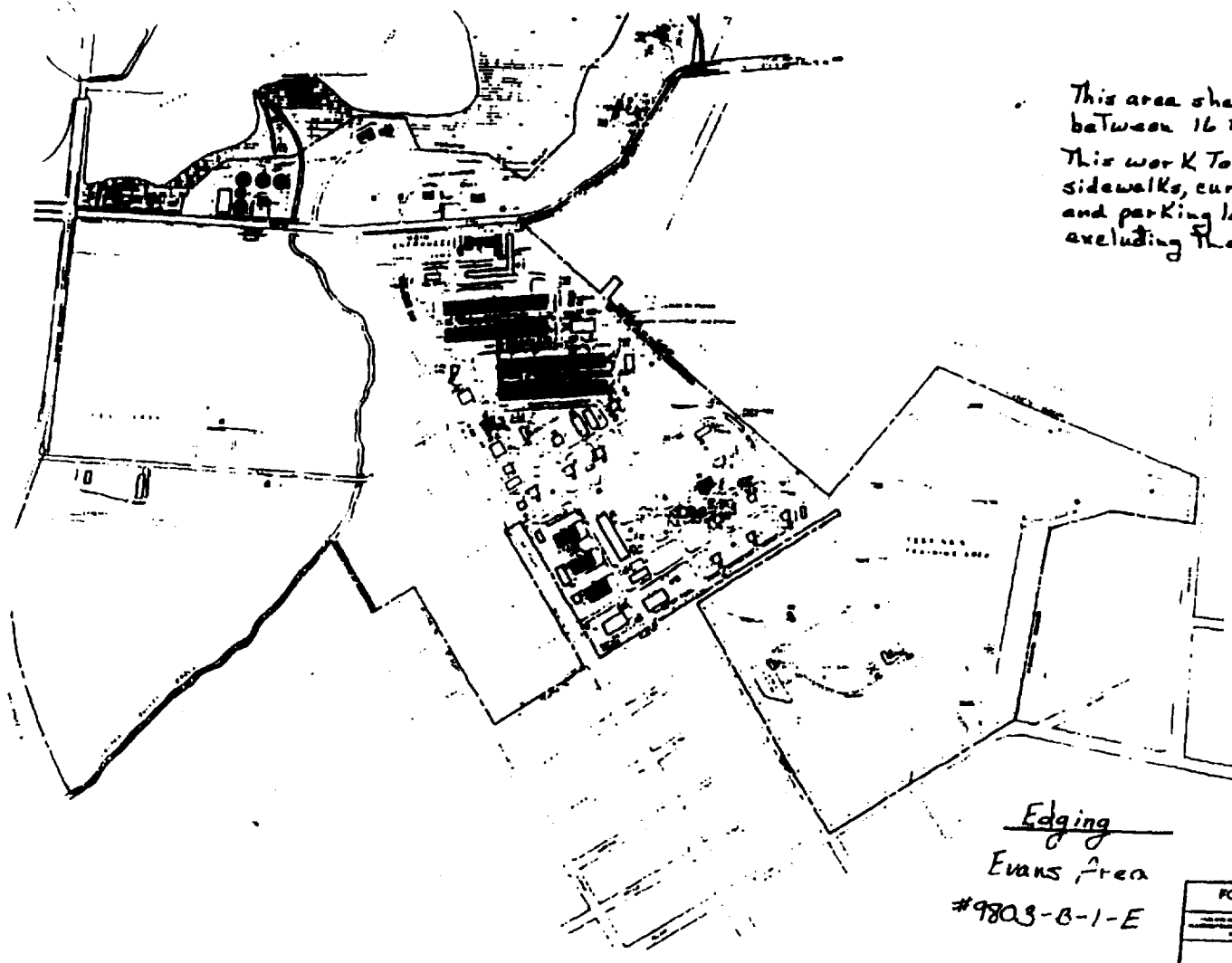
Evans Area
Shrub Trimming/
Pruning



SCALE 1:1000

FORT MONMOUTH - EVANS

PWS: GROUNDS AND SURFACE MAINTENANCE (FIRM FIXED PRICE)



This area shall be edged
between 16 to 30 June.

This work to include all
sidewalks, curbs, driveways
and parking lots, but
excluding the Test Areas.

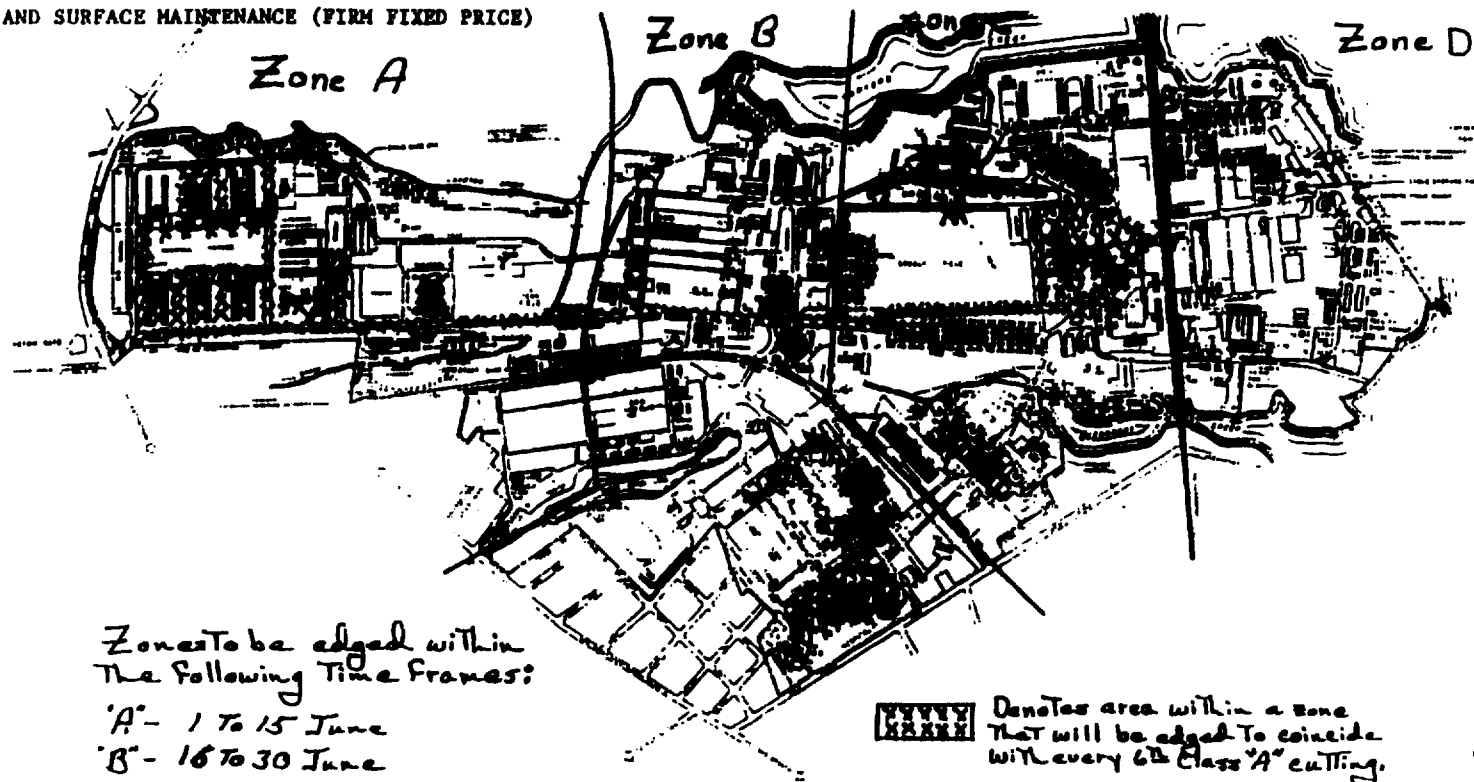
Edging

Evans Area

#9803-B-1-E

PORT MONMOUTH - EVANS	
DATE	10/1/77
BY	10/1/77
FOR	10/1/77
REMARKS	10/1/77
10/1/77	

PWS: GROUNDS AND SURFACE MAINTENANCE (FIRM FIXED PRICE)



Zones to be edged within
The Following Time Frames:

- 'A'- 1 To 15 June
- 'B'- 16 To 30 June
- 'C'- 1 To 15 July
- 'D'- 16 To 31 July

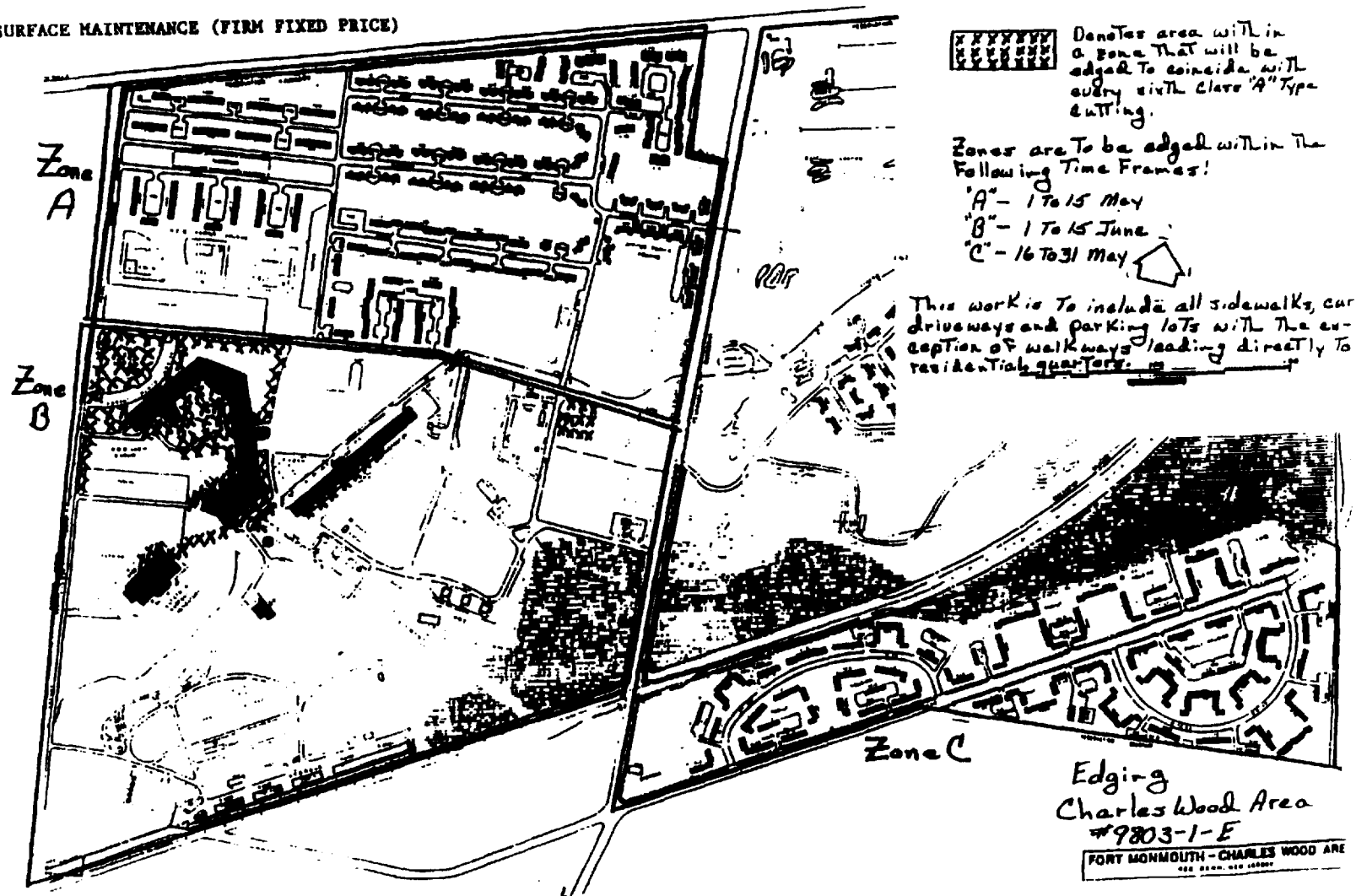
Denotes area within a zone
that will be edged to coincide
with every 6th Class 'A' cutting.

This work is to include all
sidewalks, curbs, driveways
and parking lots with the
exception of walkways leading
directly to residential quarters.

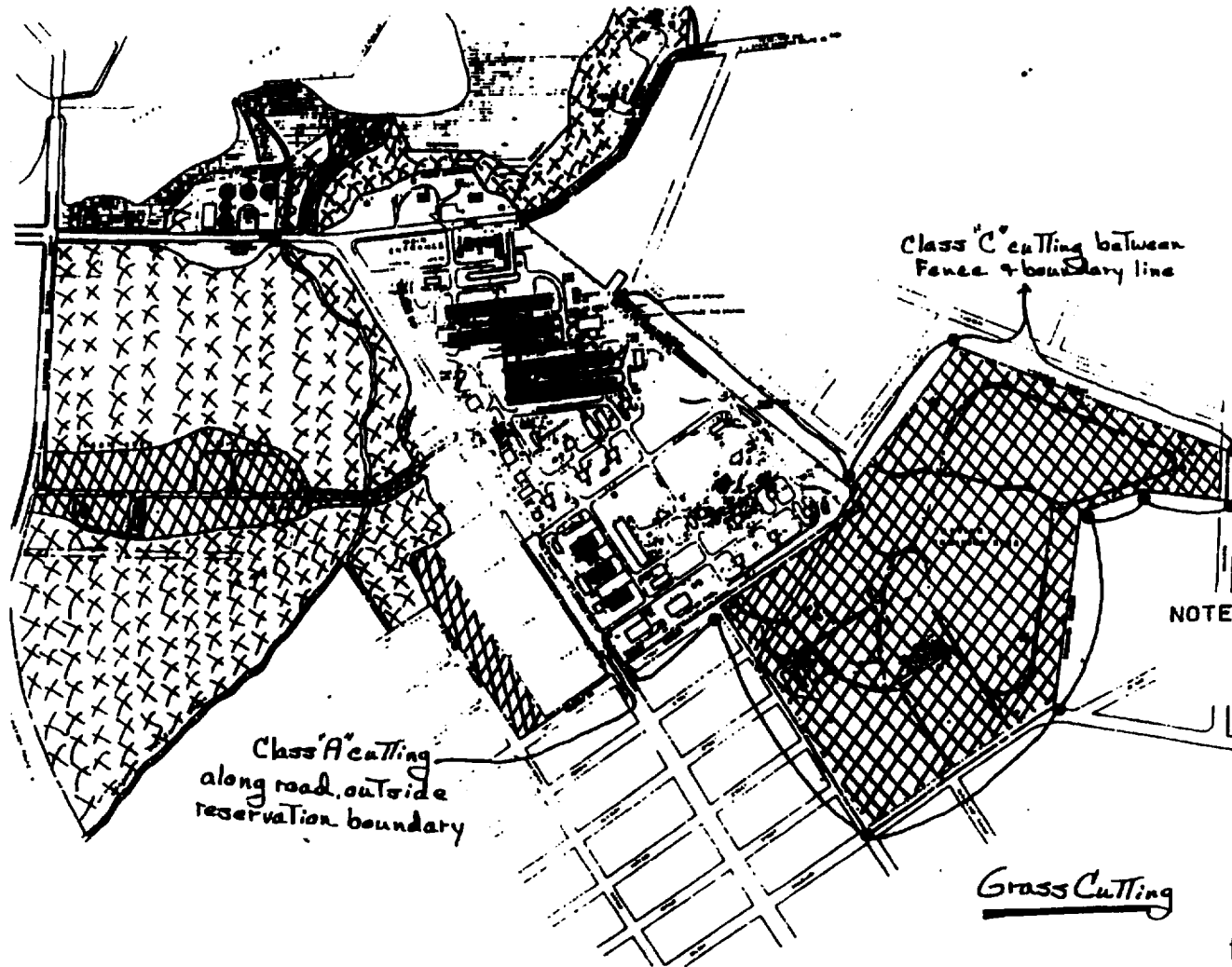
FORT MONMOUTH	
NOV 1964	
Project No. 9803-A-1-E	Unit of Work
Edging	Edging

Edging
Main Post Area
#9803-A-1-E

PWS: GROUNDS AND SURFACE MAINTENANCE (FIRM FIXED PRICE)



PWS: GROUNDS AND SURFACE MAINTENANCE (FIRM FIXED PRICE)



"A" cutting shall be accomplished on equal basis of once weekly. Mowers shall be set to cut the grass in accordance with (IAM) the following tables:

1 April - 15 May	1 1/2 inches
1 June - 15 August	2 inches
1 September till the end of growing season	1 1/2 inches

"C" cutting shall be every four weeks. Mowers shall be set to cut the grass to a height of three and one half (3 1/2) inches throughout the year.

(1) The grass shall be trimmed around trees, shrubs, lawns, poles, buildings, structures and parking lot house lines.

(2) Mowers of "A" cuttings received shall be 12; once weekly from 1 April thru 1 May with two additional cuttings at the discretion of the PM.

3. If "A" area appears after cutting to be slightly due to long clippings, the clippings shall be removed from the area and disposed of. The PM shall make this determination.

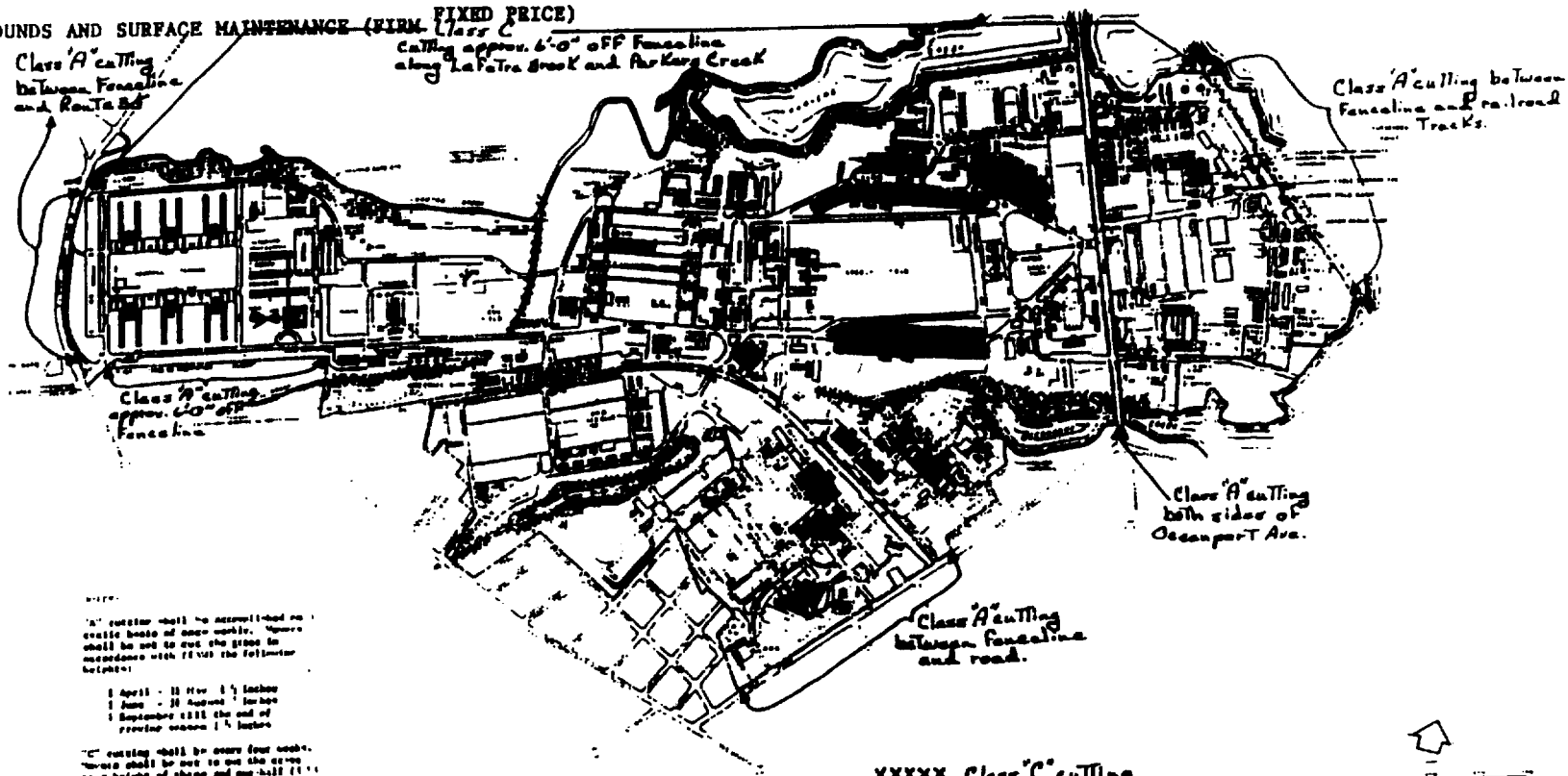
XXXX Excluded From Contract

XXXX "B" cutting every third week

PORT MONMOUTH - EVANS

19803-8-1

PWS: GROUNDS AND SURFACE MAINTENANCE (FIRM, FIXED PRICE)



NOTE:

"A" cutting shall be accomplished on a cyclic basis of one month. Mowers shall be set to cut the grass in accordance with the following schedule:

April - 11 May 1 1/2 inches
June - 11 August 1 1/2 inches
September until the end of growing season 1 1/2 inches

"C" cutting shall be done four weeks. Mowers shall be set to cut the grass to a height of three and one-half (3 1/2) inches throughout the year.

(1) The grass shall be trimmed around trees, shrubs, fences, poles, buildings, structures and parking lot areas.

(2) Areas of "A" cutting required shall be 1/2 acre weekly from 1 April thru 1 May with two additional cuttings at the discretion of the GPO.

1. If "A" area appears after cutting to be unsightly due to less clippings, the clippings shall be removed from the area and disposed of. The GPO shall make this determination.

XXXXX Class "C" cutting

Shaded area - cutting performed by residents except vacant quarters.

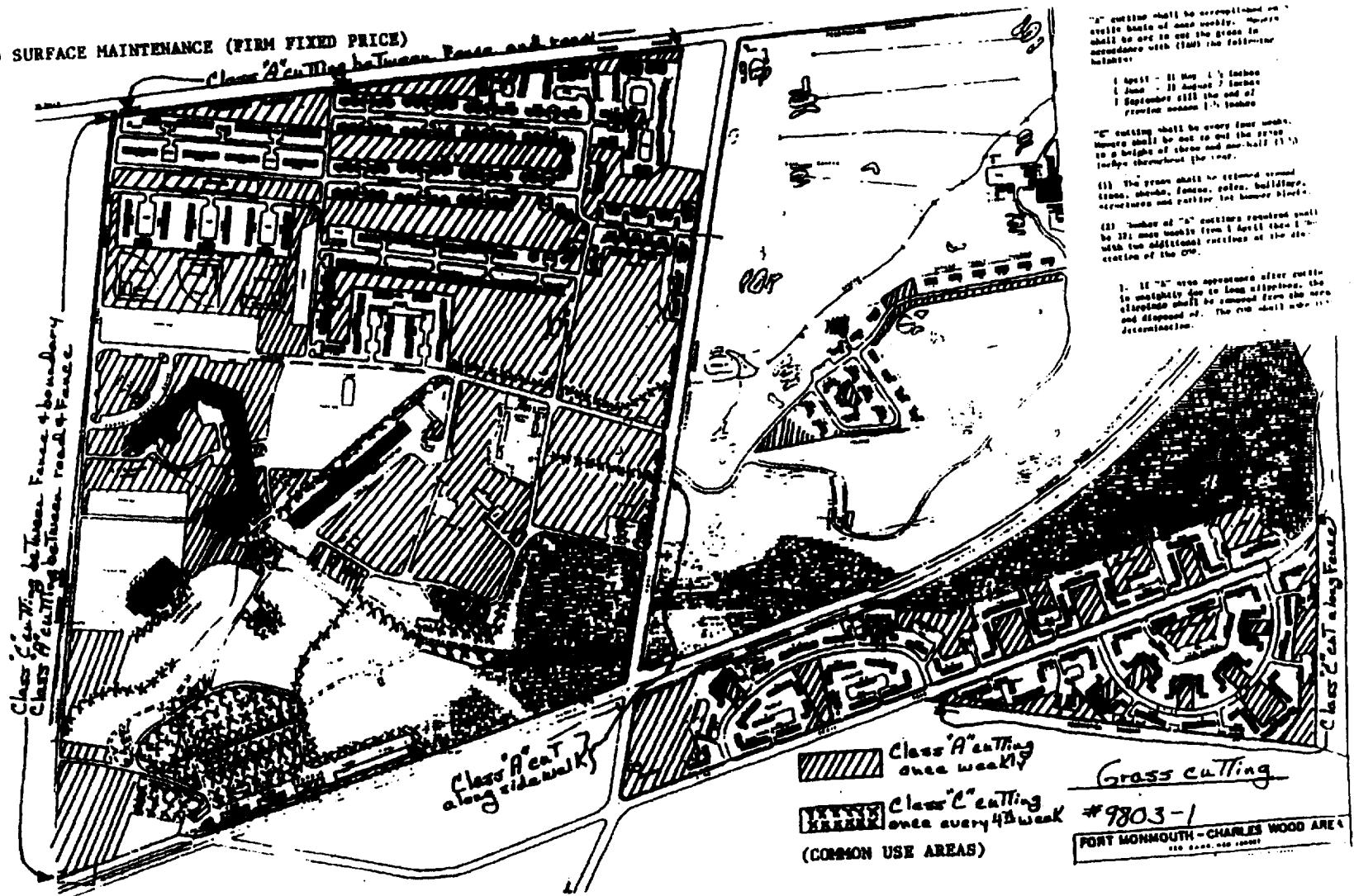
FORT MONMOUTH

1. ALL WORK SHALL BE COMPLETED BY THE DATE SPECIFIED IN THE ORDER. 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES. 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL TREES AND SHRUBS. 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL FENCES AND BARRIERS. 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL SIGNAGE AND MARKINGS. 6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL OTHER FACILITIES AND EQUIPMENT. 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL PERSONNEL AND PROPERTY. 8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL OTHER FACILITIES AND EQUIPMENT. 9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL PERSONNEL AND PROPERTY. 10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL OTHER FACILITIES AND EQUIPMENT.

Main Post Area
Grass-cutting

#9803-A-1

PWS: GROUNDS AND SURFACE MAINTENANCE (FIRM FIXED PRICE)



"A" cutting shall be accomplished on a weekly basis of each week. Mowers shall be set to cut the grass in accordance with (1) the following schedule:

1 April - 31 May 1 1/2 inches
1 June - 31 August 2 inches
1 September until the end of previous season 1 1/2 inches

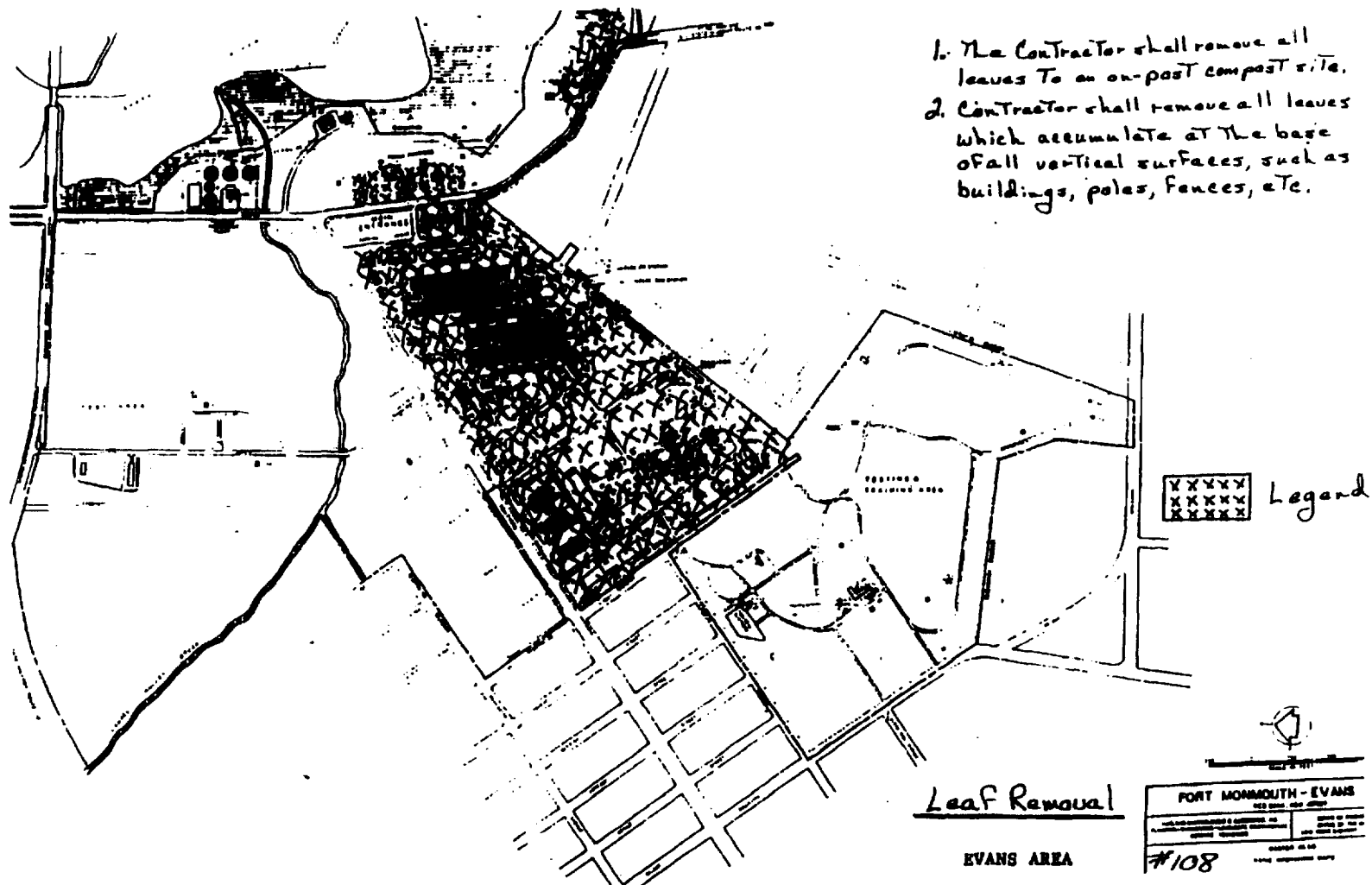
"C" cutting shall be every four weeks. Mowers shall be set to cut the grass to a height of three and one-half (3 1/2) inches throughout the year.

(1) The grass shall be trimmed around stone, shrubs, fences, poles, buildings, structures and other lot boundary lines.

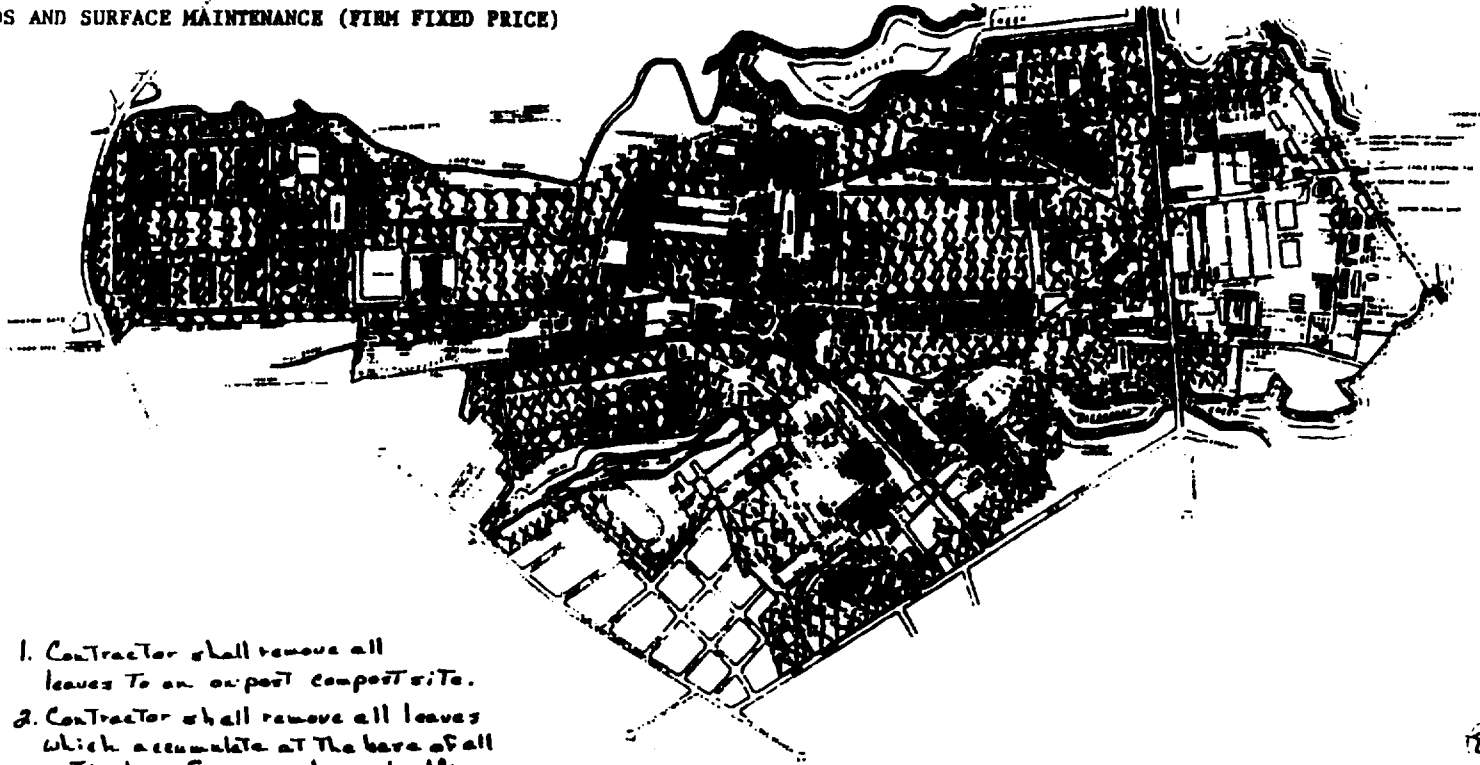
(2) Mower of "A" cutting required shall be 27; mow weekly from 1 April thru 1 May with two additional cuttings at the discretion of the CWO.

3. If "A" area operations after cutting is unstable due to long intervals, the clippings shall be removed from the area and disposed of. The CWO shall make the determination.

PWS: GROUNDS AND SURFACE MAINTENANCE (FIRM FIXED PRICE)



PWS: GROUNDS AND SURFACE MAINTENANCE (FIRM FIXED PRICE)



1. Contractor shall remove all leaves to an on-post compost site.
2. Contractor shall remove all leaves which accumulate at the base of all vertical surfaces, such as buildings, poles, fences, etc.
3. Work will include curb side pickup within the housing areas.

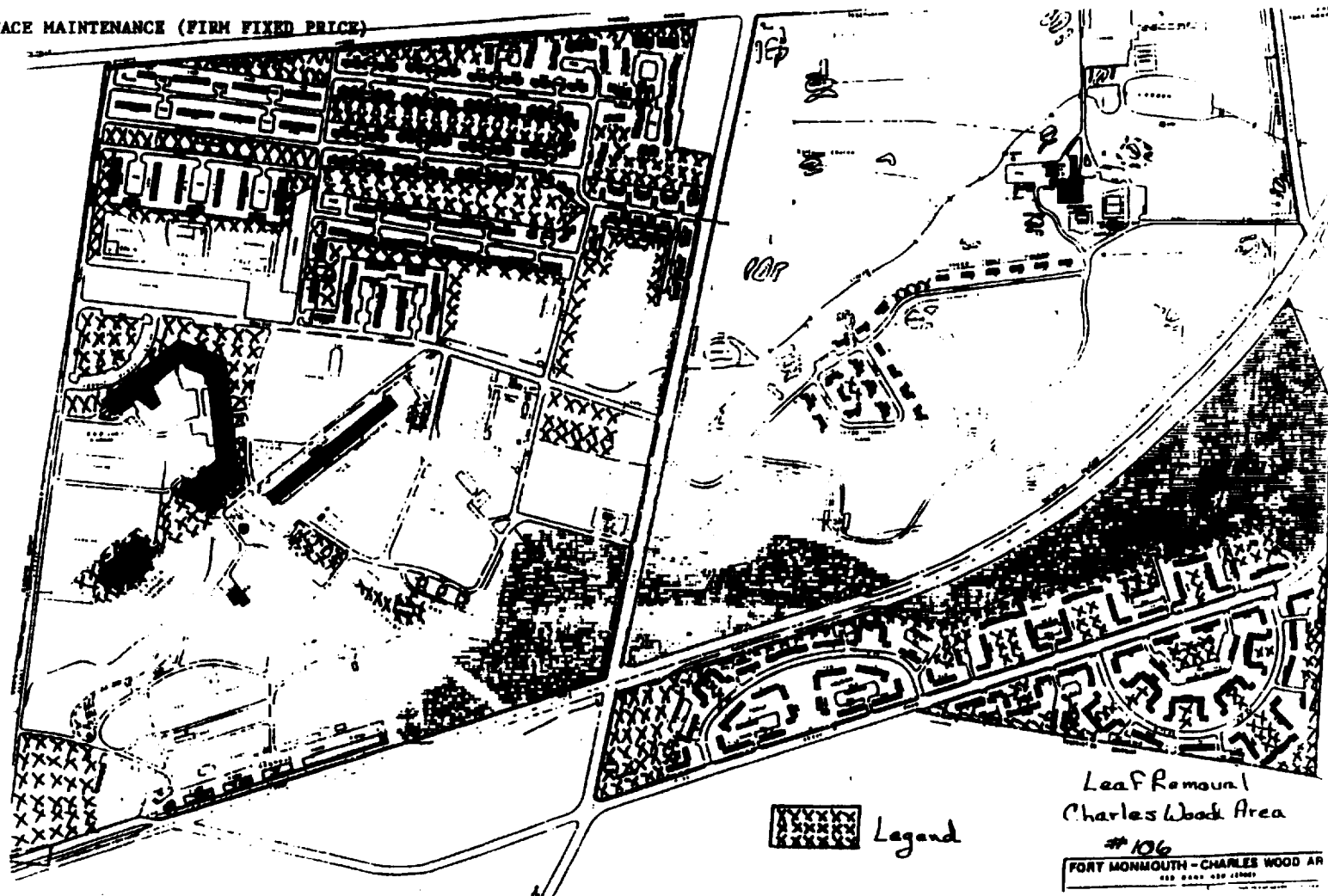


Main Post Area

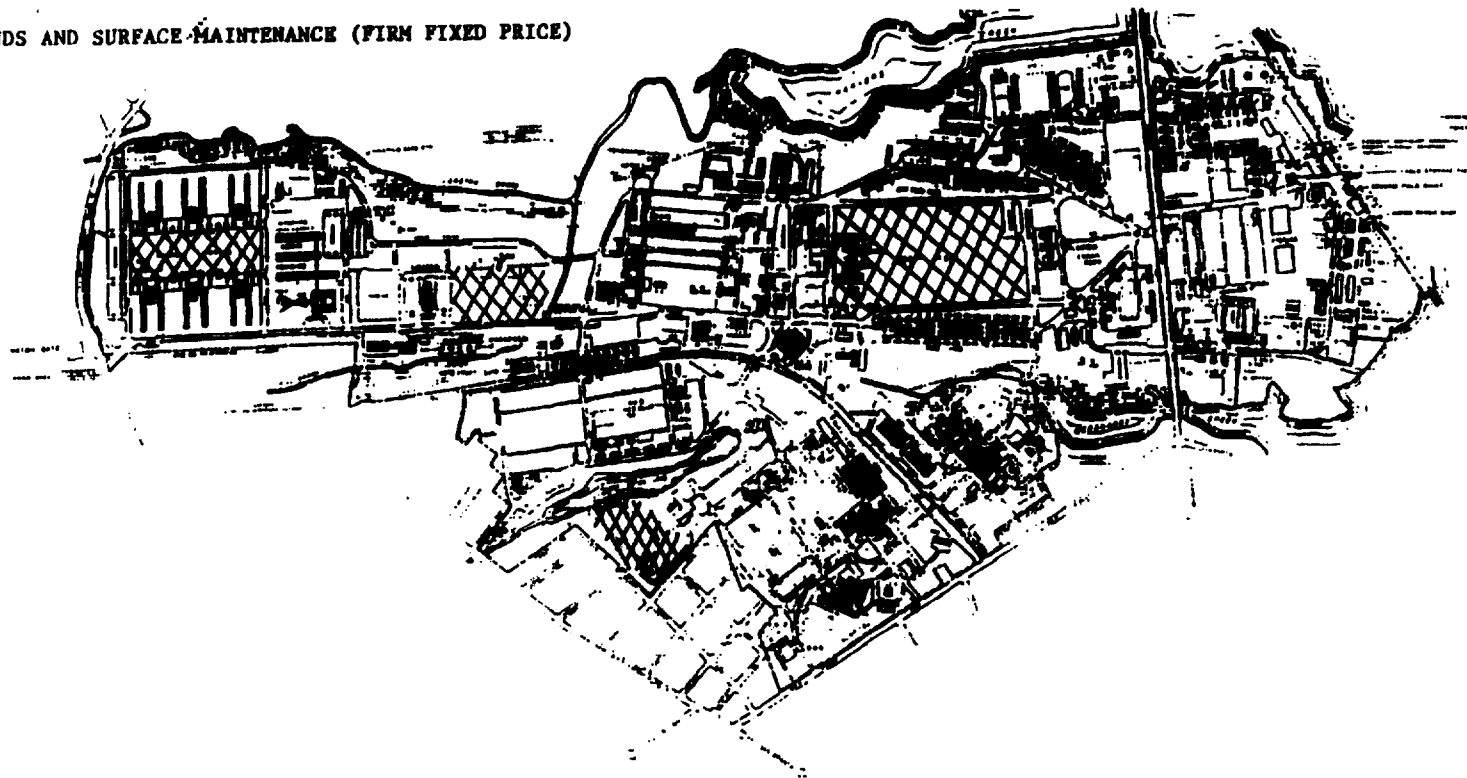
Leaf Removal

#107

PWS: GROUNDS AND SURFACE MAINTENANCE (FIRM FIXED PRICE)



PWS: GROUNDS AND SURFACE MAINTENANCE (FIRM FIXED PRICE)

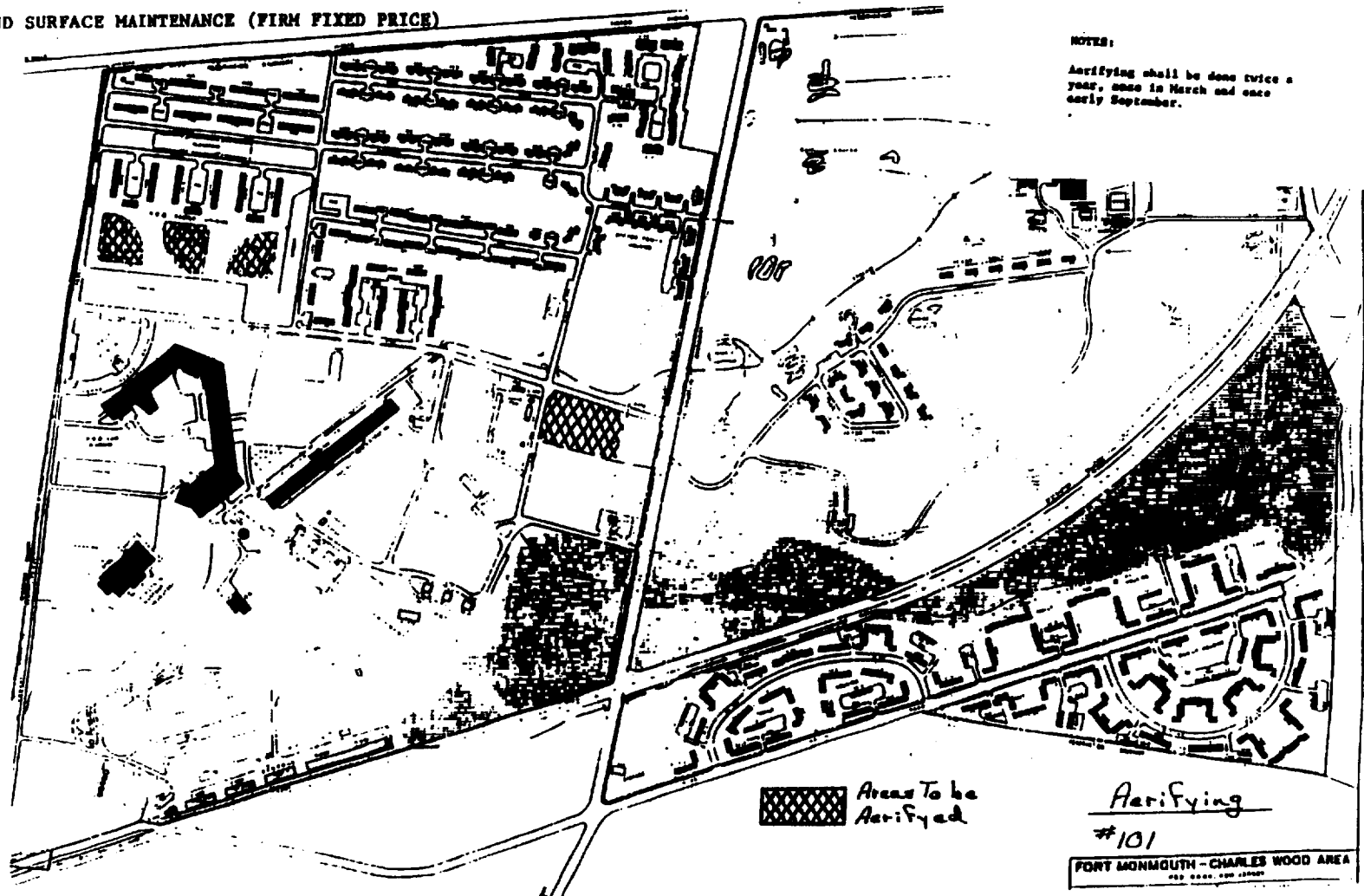


Areas To be
aerated.

FORT MONMOUTH
NEW JERSEY

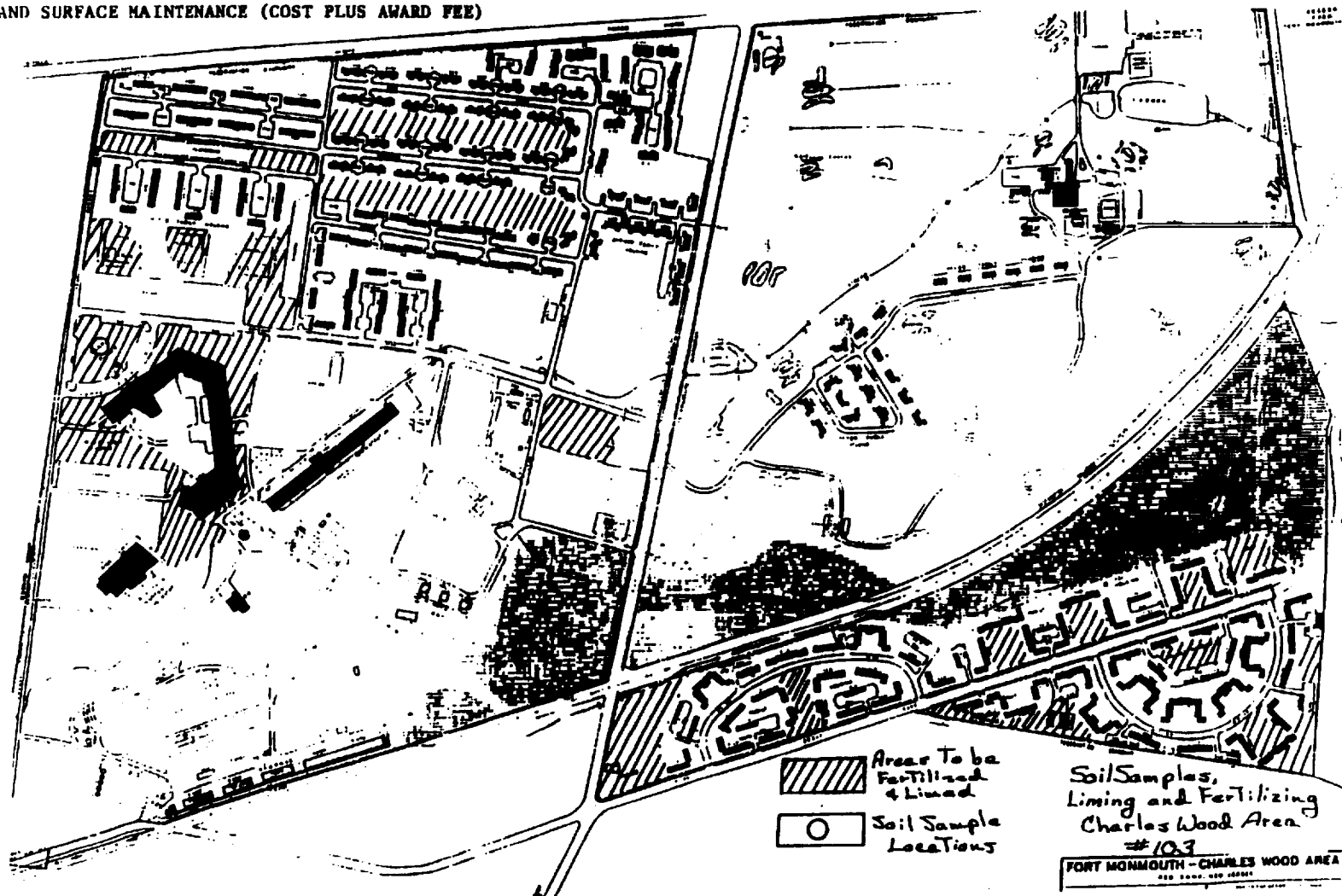
Aerating
Main Post Area
#102

PWS: GROUNDS AND SURFACE MAINTENANCE (FIRM FIXED PRICE)

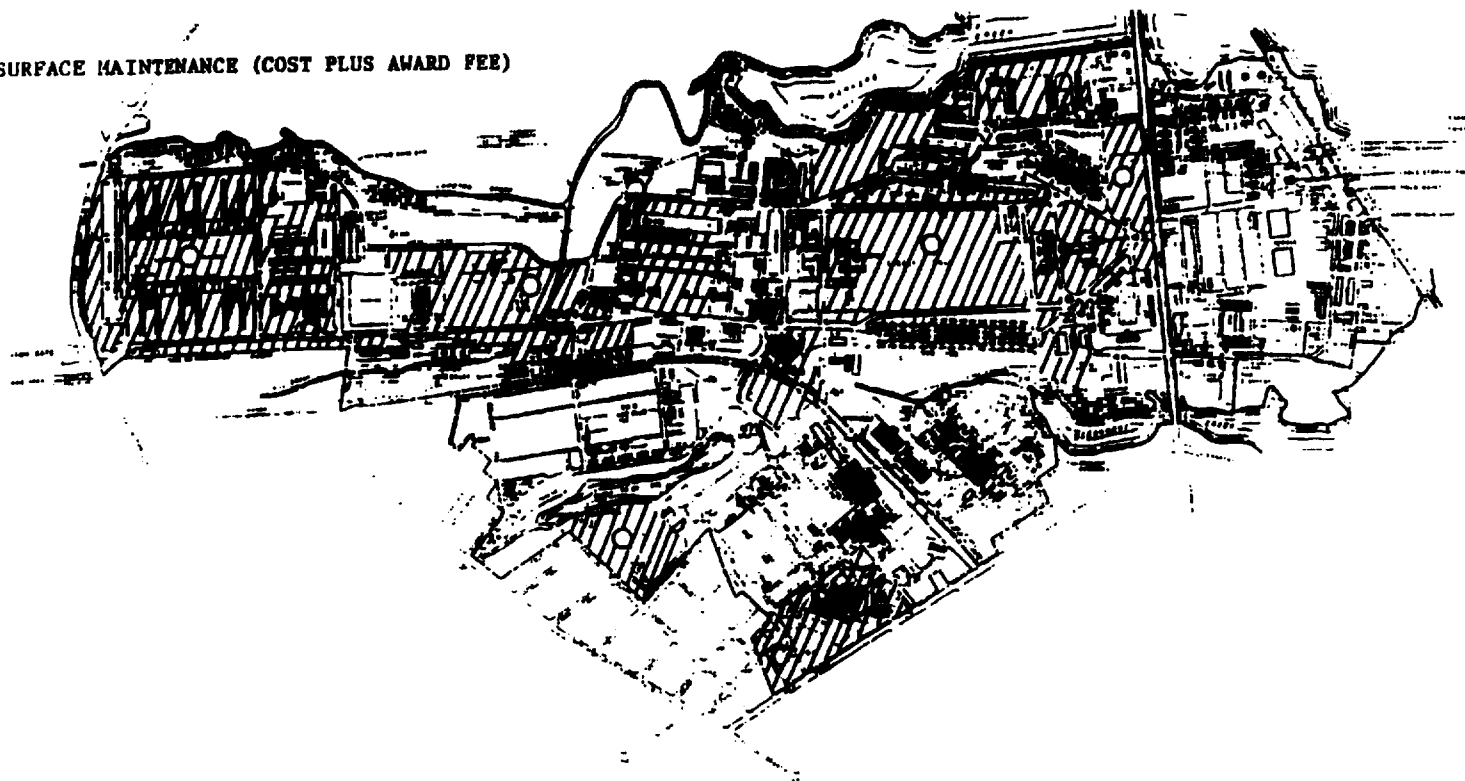


ATTACHMENT No. 43


PWS: GROUNDS AND SURFACE MAINTENANCE (COST PLUS AWARD FEE)



PWS: GROUNDS AND SURFACE MAINTENANCE (COST PLUS AWARD FEE)



 Areas To be Fertilized and Limed.

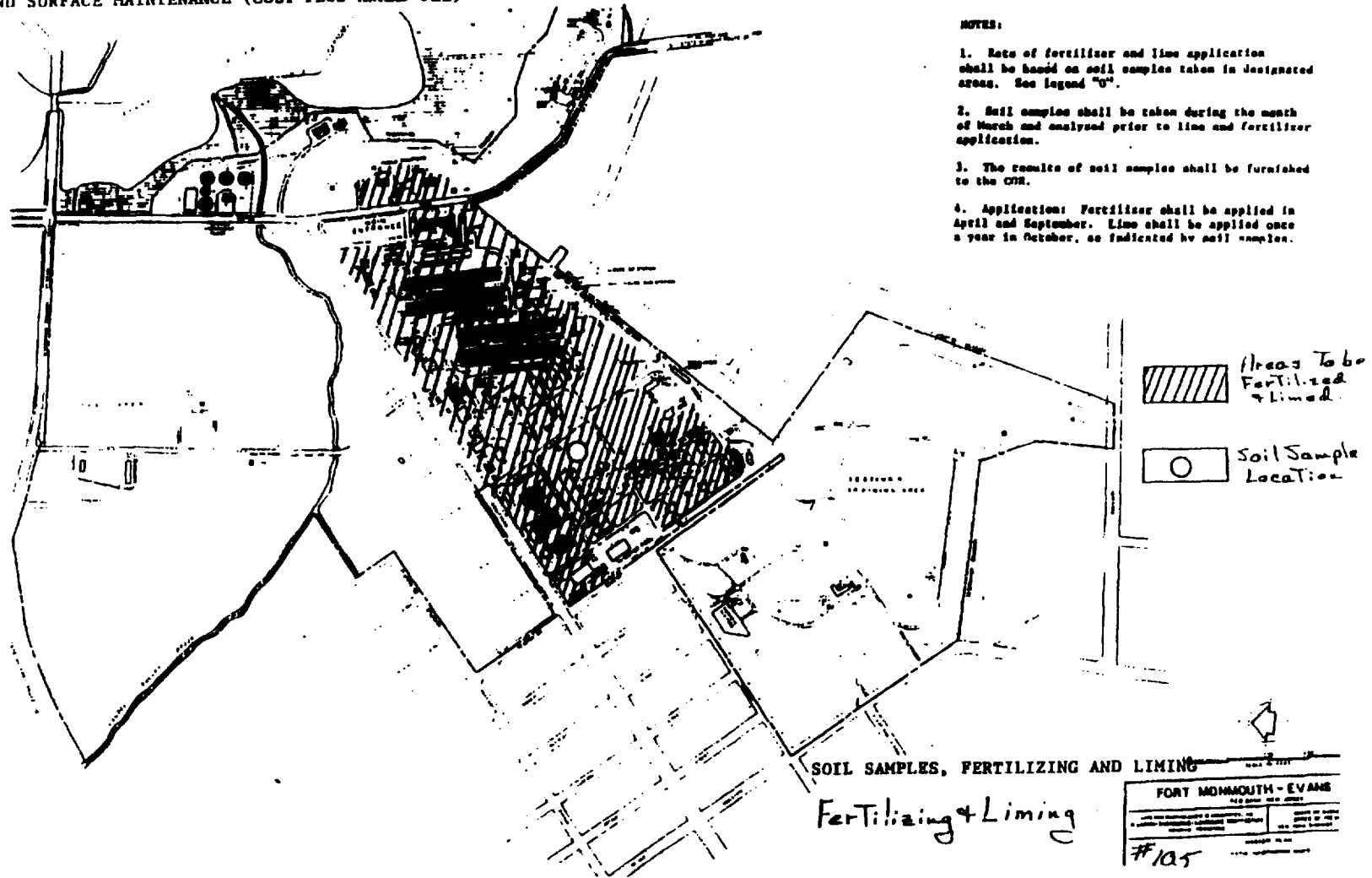
 Soil Sample Locations



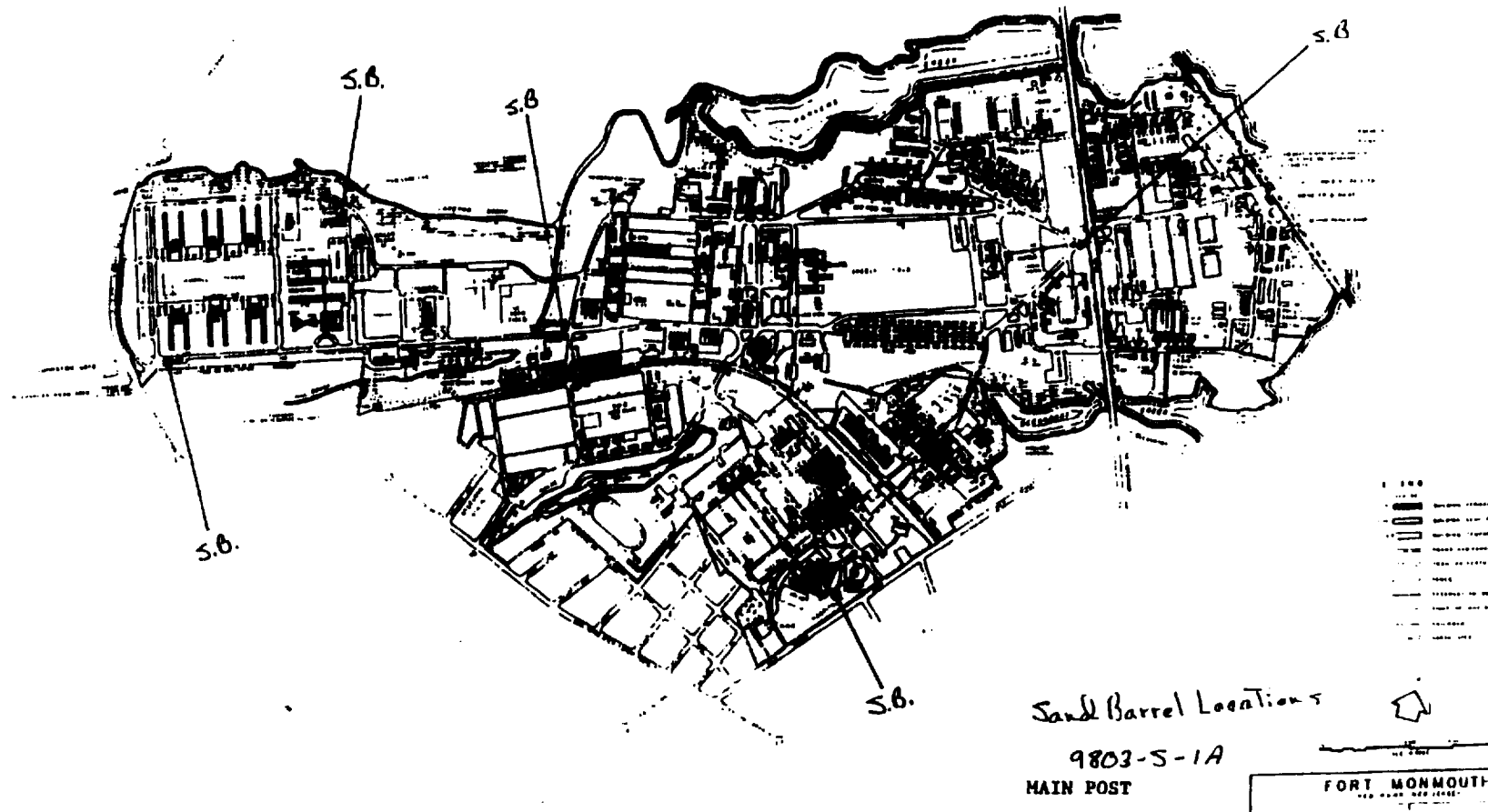
Soil Samples, Liming
and Fertilizing
Main Post Area

#104

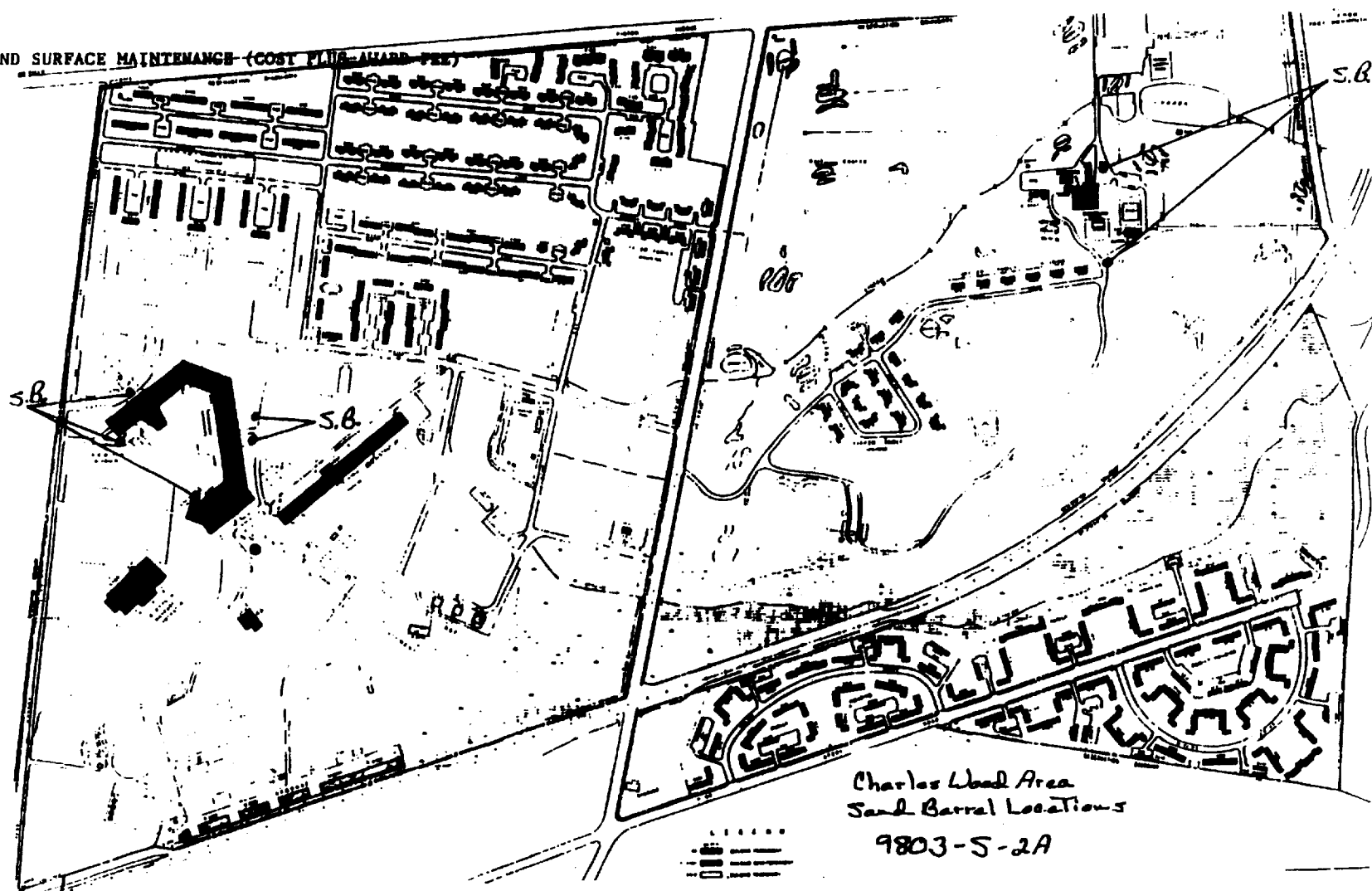
PVS: GROUNDS AND SURFACE MAINTENANCE (COST PLUS AWARD FEE)



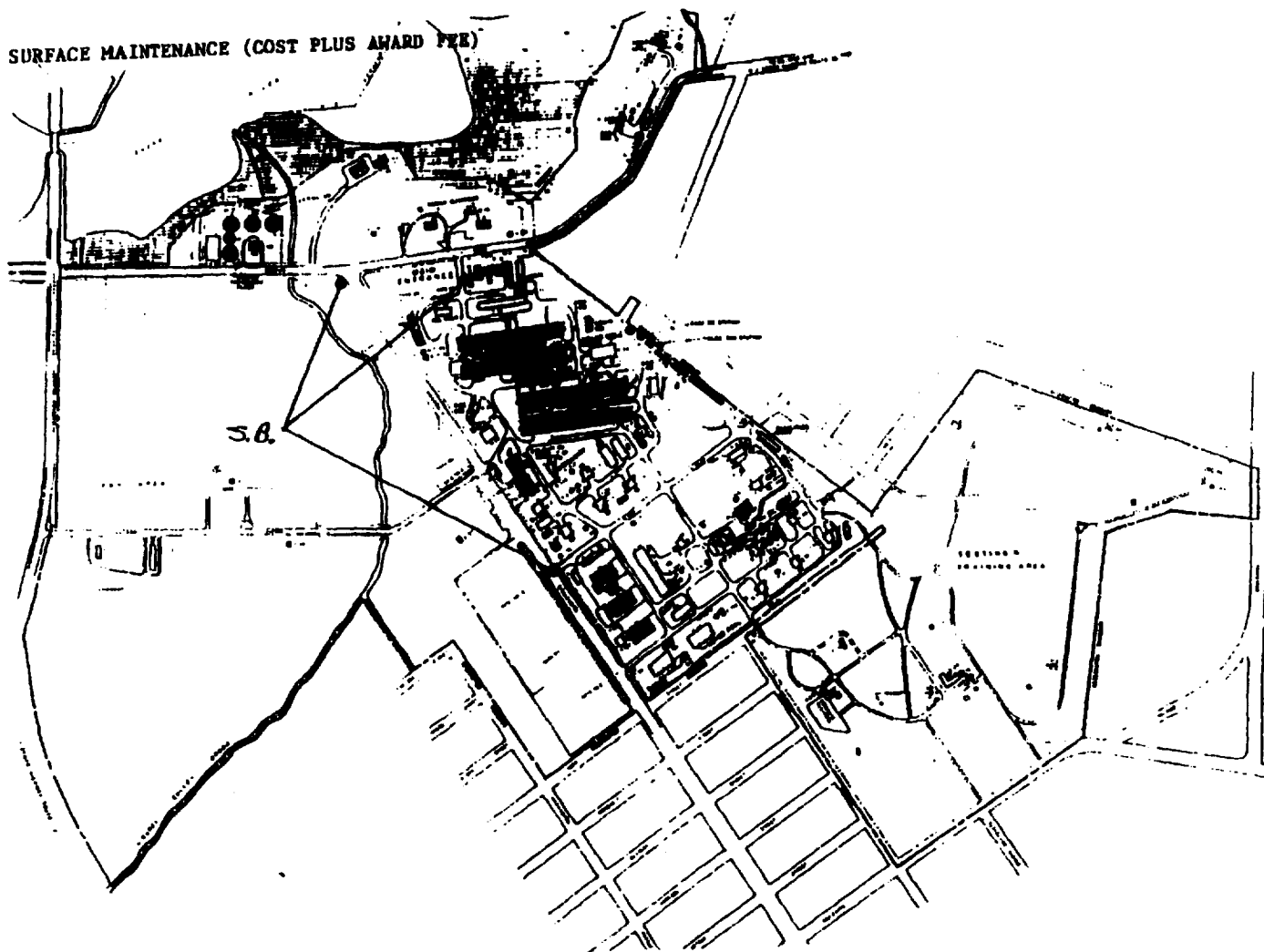
PWS: GROUNDS AND SURFACE MAINTENANCE (COST PLUS AWARD FEE)



PWS: GROUNDS AND SURFACE MAINTENANCE (COST PLUS AWARD FEE)



PWS: GROUNDS AND SURFACE MAINTENANCE (COST PLUS AWARD FEE)

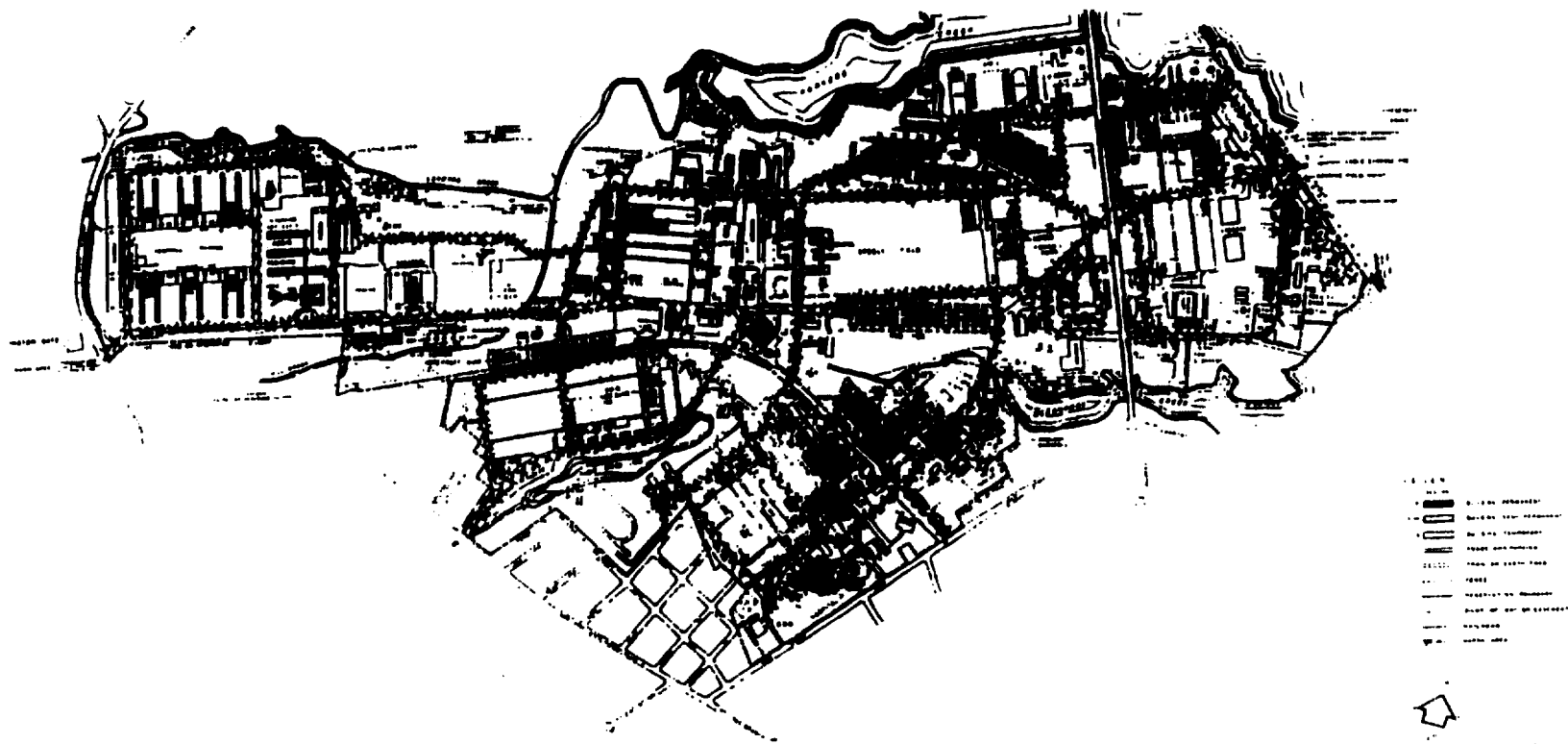


Sand Barre
Locations

9803-S-3A

FORT MONMOUTH - EVAN
100 Feet

PWS: GROUNDS AND SURFACE MAINTENANCE (COST PLUS AWARD FEE)



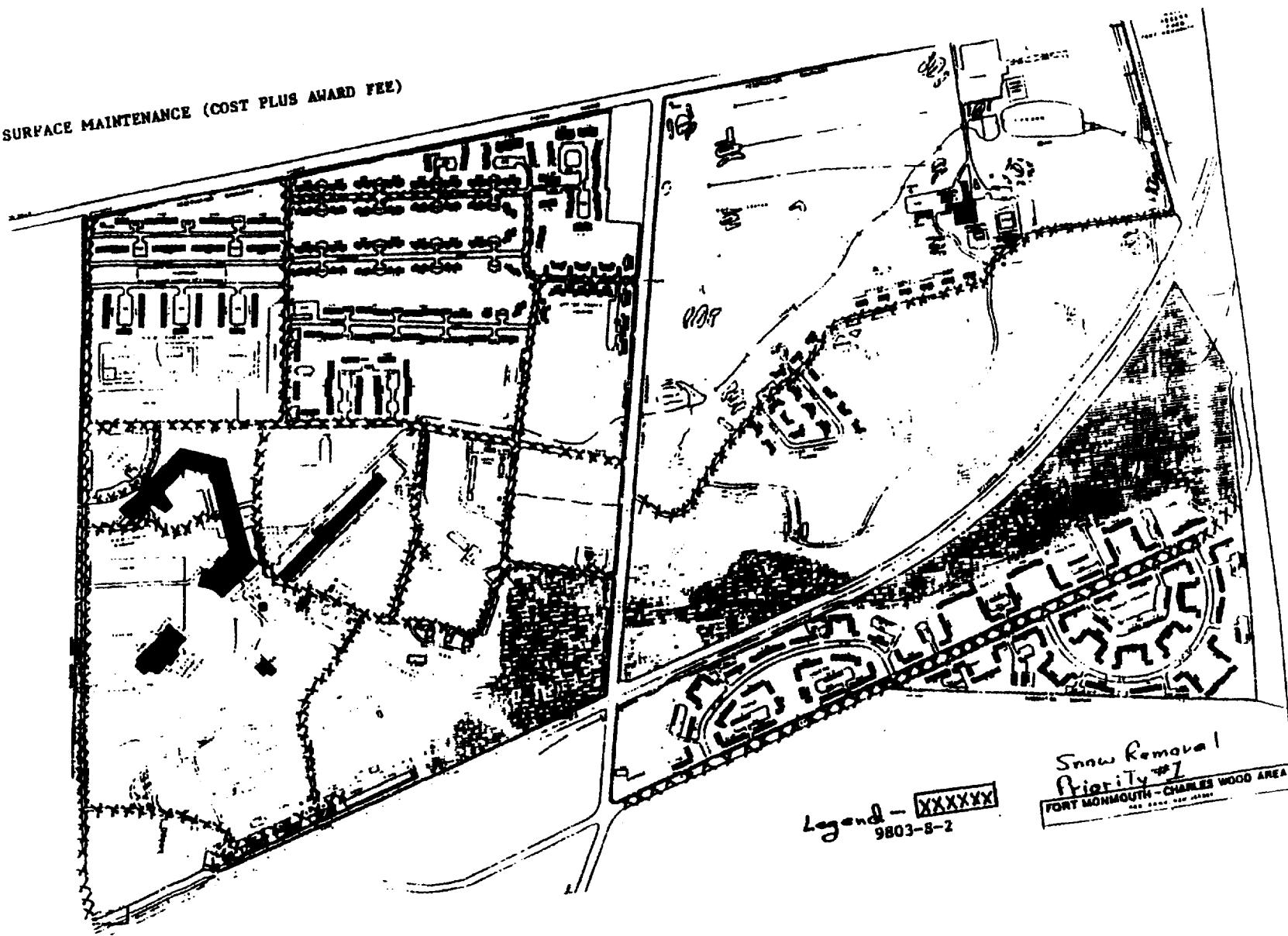
Legend

XXXXXXXX

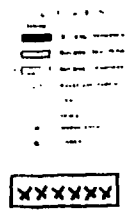
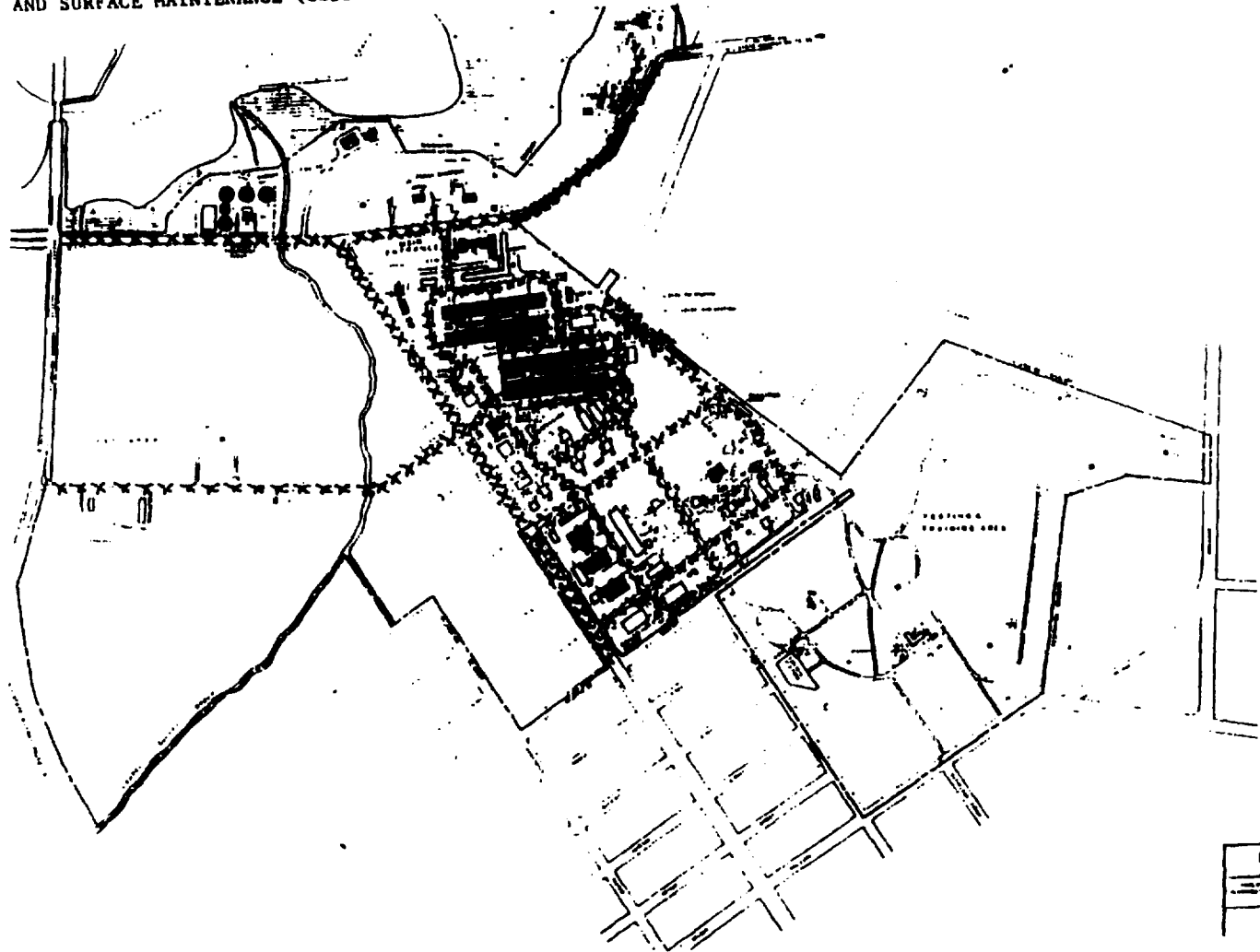
9803-S-1

Snow Removal
Priority #1
Main Post

WS: GROUNDS AND SURFACE MAINTENANCE (COST PLUS AWARD FEE)



PWS: GROUNDS AND SURFACE MAINTENANCE (COST PLUS AWARD FEE)



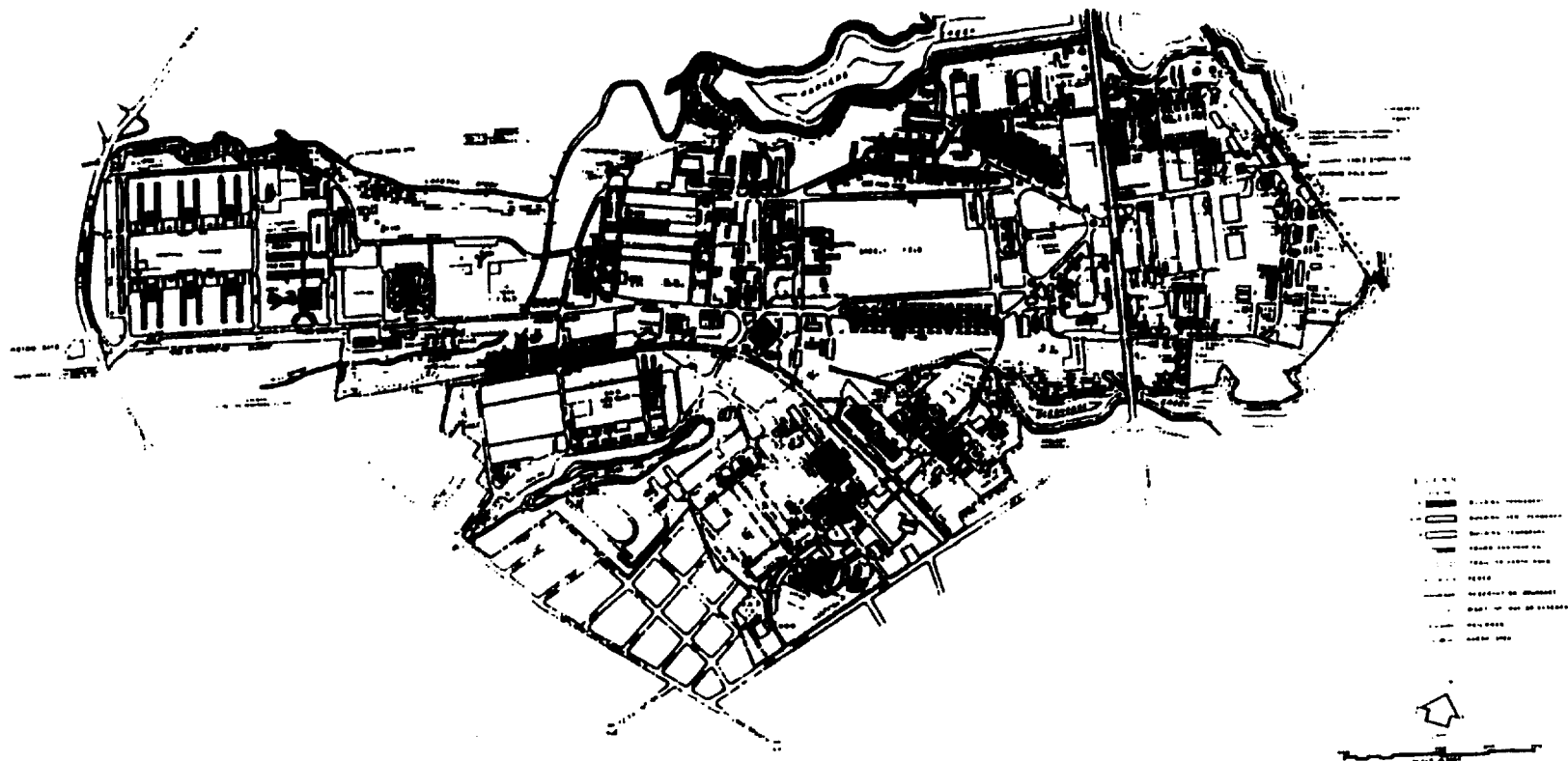
Snow Removal
Priority #1
Evans Area

9803-S-3



FORT MONMOUTH-EVANS	
4000 ROAD 1000 1000	
1. Area to be maintained	2. Area to be improved
3. Area to be cleared	4. Area to be planted
5. Area to be graded	6. Area to be paved
7. Area to be repaved	8. Area to be resurfaced
9. Area to be resurfaced	10. Area to be resurfaced
Copyright © 1980	

PWS: GROUNDS AND SURFACE MAINTENANCE (COST PLUS AWARD FEE)

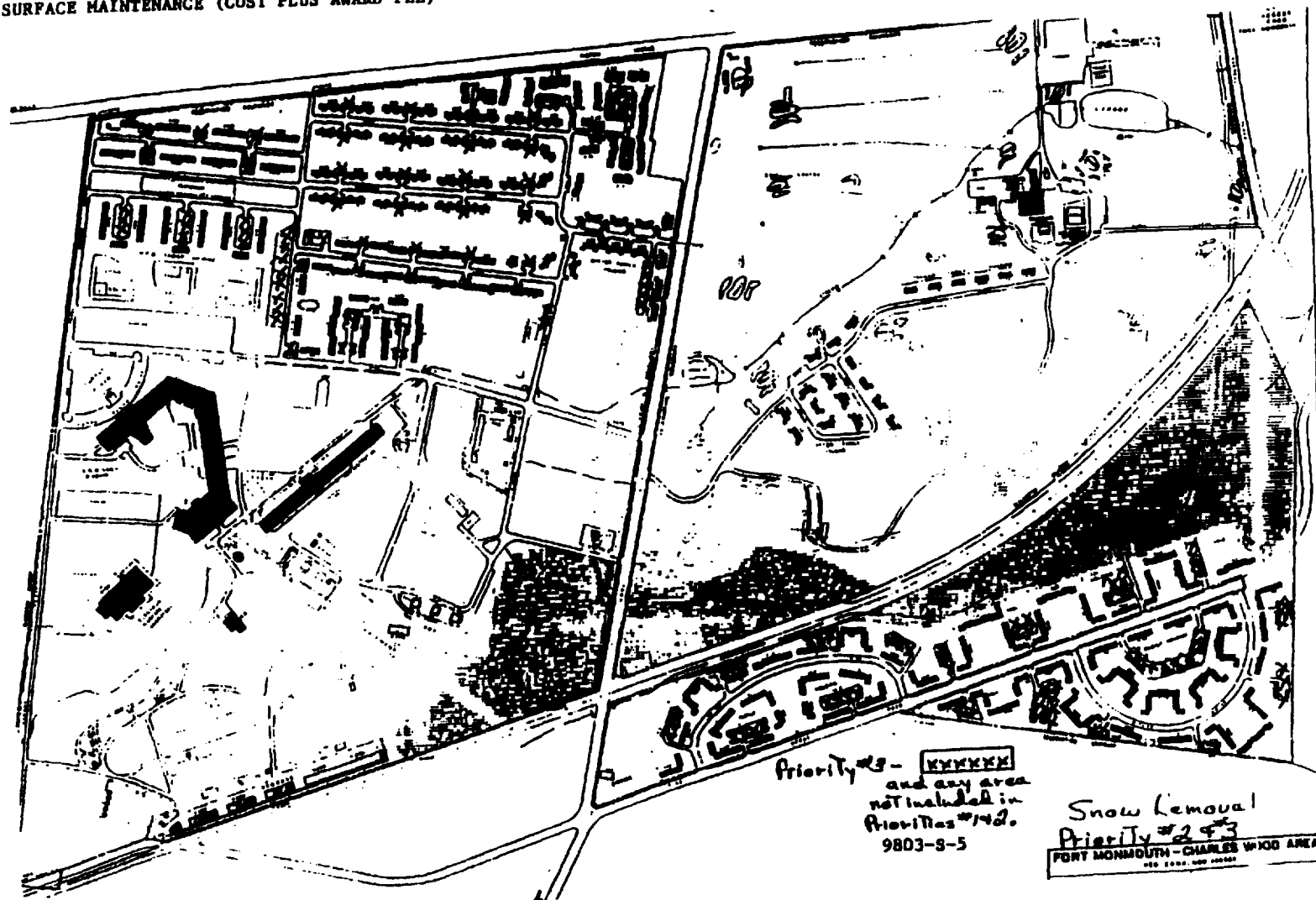


Priority #5 - XXXXXX00
and any area
not included
in Priorities #1-4.

Snow Removal
Priority #2 & #3
Main Post

9804-S-4

PWS: GROUNDS AND SURFACE MAINTENANCE (COST PLUS AWARD FEE)



Priority #3 - XXXXXX
and any area
not included in
Priorities #1 & 2.
9803-S-5

Snow Removal
Priority #2 & 3
FORT MONMOUTH - CHARLES WOOD AREA
980 3-1000, 980 3-1001